

THORNTREE PRIMARY SCHOOL

Thorntree Road, Charlton, London SE7 8AE

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Head Teacher: Ms Ann Marie Walker

Assistant Head Teachers: Ms Helen Gibbs & Mr Ryan Lake

A place to grow and learn

Job Description **Breakfast Club Assistant**

Main Purpose of the Role

- To support and care for our pupils before the school day begins, ensuring their start to the day is positive, safe and happy.
- To provide breakfast and supervise, interact with and engage children in the morning before school.
- To help create a welcoming, inclusive and nurturing environment.

Key Responsibilities

- Prepare and serve breakfast to pupils, ensuring high standards of hygiene and food safety.
- Supervise and engage pupils in a variety of activities, promoting positive behaviour and social interaction.
- Support pupils' well-being, acting as a positive role model.
- Set up and clear away materials and equipment used during breakfast club.
- Ensure the safety, welfare and good conduct of pupils at all times.
- Maintain accurate attendance records and report any concerns to relevant staff.
- Work collaboratively with other staff to ensure a smooth and enjoyable breakfast club experience.
- Attend training as required to support your professional development.

