

Broughton Primary Academy

Job Title: Breakfast Club Assistant

Location: Broughton Primary Academy

Reports To: Business Manager

Contract Type: Term-time only

Hours: 7:45am – 8:45am Monday to Friday

Job Purpose

To assist in the delivery of engaging, safe, and inclusive after school activities for pupils, supporting their development through play, learning, and social interaction.

Key Responsibilities

- Supervise and engage children during club activities, ensuring a safe and stimulating environment.
 - Assist in planning and delivering a variety of creative, educational, and recreational activities.
 - Set up and clear away equipment, ensuring cleanliness and readiness of the club area.
 - Promote positive behaviour and ensure safeguarding procedures are followed.
 - Provide support with snacks and refreshments, following hygiene and dietary guidelines.
 - Communicate effectively with children, parents, and colleagues.
 - Record attendance and incidents accurately and report concerns to the Business Manager
 - Participate in regular team meetings and training sessions as required.
-

Person Specification

Essential:

- Experience working with children in a play, school, or childcare setting
- Good communication and interpersonal skills
- Ability to work well in a team
- Awareness of safeguarding and child protection policies
- Basic First Aid and Food Hygiene knowledge (or willingness to train)

Desirable:

- NVQ Level 2 or 3 in Childcare (or equivalent)
 - Knowledge of health and safety in a childcare setting
 - Creative skills (e.g., arts & crafts, storytelling, music)
-

Additional Information

- A DBS check will be required for this role.
- The role is subject to references and safeguarding checks.