****

**St John’s Primary School**

**Job Description**

**Post Title** Breakfast Club Assistant/ Bus Escort AA704

**Evaluation** 311 Points Grade: N2

**Responsible to** Head Teacher

**Responsible for** N/A

**Job Purpose** To assist in the supervision and welfare of children who use the school mini bus pick up service and attend the Breakfast Club in accordance with

school policies/procedures.

**Main Duties:** The following is typical of the duties the postholder will be

expected to perform. It is not necessarily exhaustive and other

duties of a similar nature and level may be required from time

to time.

1 Assist with the organisation, maintenance, setting out and clearing away of

resources to create a purposeful and attractive learning environment.

2 Assist with any administrative tasks such as attendance registers, collection of

fees etc.

3 Undertake activities with pupils that promote the development of intellectual,

moral, spiritual and social skills.

4 Respond to the practical needs of children where there is an identified special

educational need.

5 Provide general care and welfare by responding appropriately to the social,

emotional and physical needs of pupils.

6 Assist in maintaining a healthy, safe and secure environment and act in

accordance with the School’s policies and procedures.

7 To promote and implement the Council’s Equality Policy in all aspects of

employment and service delivery.

8 The postholder will have responsibility for promoting and safeguarding the

welfare of children and young persons s/he is responsible for, or comes into

contact with.