

THE CITY OF EDINBURGH COUNCIL

CHILDREN & FAMILIES

SECTION : PRIMARY SCHOOLS
POST : **BREAKFAST CLUB ASSISTANT**
RESPONSIBLE TO : HEAD TEACHER

PURPOSE OF JOB

To assist in the provision and development of school Breakfast Club provision.

MAJOR TASKS

To provide a healthy breakfast.

To care and provide for pupils well-being and safety.

To support school attendance and learning.

JOB ACTIVITIES

To prepare and serve breakfast.

To ensure that the breakfast area is returned to good order.

To provide a warm and caring environment.

To encourage a healthy breakfast.

To maintain health and safety, and good order among pupils.

To undertake activities which promote and support attendance and time-keeping.

To provide activities which promote and support learning and social development.