



Discovery Primary Academy

Breakfast Club Helper Job Description

Job Purpose

To support the effective running of the academy's Breakfast Club by providing a safe, welcoming environment and preparing and serving a healthy breakfast for pupils before the start of the school day.

To work with the Greggs Breakfast Team to ensure enough toast is provided for academy children each day.

Duties:

1. Welcome students to the breakfast club in a warm and friendly manner from 7:20 to 8:20 daily.
2. Prepare and serve a healthy, nutritious breakfast (e.g., cereals, toast, fruit, milk).
3. Supervise pupils to ensure a safe, calm, and positive environment.
4. Encourage good table manners, hygiene, and social interaction.
5. Engage pupils in light activities (games, reading, drawing) before the start of the academy day.
6. Clean up food preparation and eating areas, wash dishes, and store food safely.
7. Monitor and report any safeguarding concerns in line with academy policies.
8. Follow all food hygiene, health & safety, and safeguarding regulations.
9. Manage stock of cereal, milk, bread, butter, condiments, fruit, and other ambient products for the breakfast provision.
10. Liaise with other Breakfast Club colleagues
11. Monitor children that arrive late as sometimes, it may be that children arriving late are more likely to have not eaten.
12. Ensure the wellbeing kitchen is clean and tidy working collaboratively with The Greggs Breakfast Team each morning.
13. Report any equipment issues to the Site Manager

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions, paying particular attention to fire precautions and site cleanliness and the prompt reporting of any hazards.
- Co-operate with the academy managers and supervisors on all issues to do with health, safety and welfare.

Any other tasks, duties or services that may be reasonably requested. This role is physically demanding and can include some heavy lifting.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Business Manager, Headteacher or the incumbent of the post.