



CYNGOR SIR POWYS COUNTY COUNCIL



JOB DESCRIPTION

Welsh Language Skills are desirable for this position

Position Title:	Breakfast Club Assistant
Position Number:	TBC
	2.5 hours per week, Permanent
JE Code:	SCH53
Division/Section:	Schools
Location/ Work Base:	Ysgol Bro Hyddgen
Grade:	Grade 2 Point 1 to Point 2 £17364 to £17711 per annum pro rata £9.002 to £9.1801 per hour
Accountable to:	Headteacher and Governing Body
Accountable for:	None

BROAD DESCRIPTION:

As part of a team, supervise and ensure the safety and well-being and provide appropriate care of children during club times under the direction of the Breakfast Club Leader.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety)

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees

Responsibility for financial resources: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices, etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (e.g. computer / PC)

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Prepare/clean tables for meals

Clear away/clean after breakfast, including cleaning furniture, floors, cutlery, plates, etc.

Supervise toileting and washroom activity

Prepare and serve refreshments/snacks/meals

Assist children with their meals and encourage good table manners

Set up play area/room for club with toys, etc. and clear away

Deliver and participate in play with the children

Ensure that resources/materials/equipment are maintained and clean, reporting loss/damage or low stock to Club Leader

Shop for consumables

Assist with any first aid that may be required

Work within the Children's Act, adhering to standards and guidelines

Ability to recognise child protection issues that may require reporting to Club Leader.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

Have an understanding of working with and caring for children of the appropriate age range

Basic numeracy and literacy to be able to read, write, count, understand school policies and check registers

Have good communication, listening and persuasion skills

Able to participate in safe and creative play

Be aware of cultural differences regarding food

Appropriate knowledge and training in first aid

Be aware of individual food allergies

Knowledge of food handling and preparation

Be aware of Child Protection / Safety Issues e.g. any relevant Health & Safety Policies



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SWYDD-DDISGRIFIAD

Byddai'r gallu i ddefnyddio'r Gymraeg yn gymhwyster dymunol ar gyfer y swydd hon

Teitl y Swydd: Cynorthwydd y Clwb Brecwast

Rhif y Swydd: TBC

2.5 awr yr wythnos, Parhaol

Is-adran/Uned: Ysgolion

Lleoliad/Canolfan Waith: Ysgol Bro Hyddgen

Graddfa: Graddfa 2
Pwynt 1 i Bwynt 2
£17364 i £17711 y flwyddyn ar gyfartaledd
£9.002 i £9.1801 yr awr

Yn atebol i: Pennaeth a'r Corff Llywodraethu

Yn gyfrifol am: Dim

DISGRIFIAD BRAS:

Fel rhan o dîm, goruchwylio'r plant a sicrhau eu diogelwch a'u lles a darparu gofal priodol iddynt yn ystod amseroedd y clwb o dan gyfarwyddyd Arweinydd y Clwb Brecwast.

Cyfrifoldeb am eraill: Mae'r swydd yn cael peth effaith ar les unigolion neu grwpiau (h.y. corfforol, meddyliol, cymdeithasol, iechyd a diogelwch).

Cyfrifoldeb am staff: Prin yw cyfrifoldeb uniongyrchol y swydd (os o gwbl) am oruchwylio staff eraill er gall fod disgwyl i ddeiliad y swydd arddangos tasgau neu gynghori/arwain cyflogeion newydd, pobl ar brofiad gwaith neu dan hyfforddiant.

Cyfrifoldeb am adnoddau ariannol: Prin yw cyfrifoldeb uniongyrchol y swydd (os o gwbl) am adnoddau ariannol heblaw ymdrin weithiau â symiau bach o arian, prosesu sieciau, anfonebau etc.

Cyfrifoldeb am adnoddau ffisegol: Prin yw cyfrifoldeb uniongyrchol y swydd (os o gwbl) am adnoddau ffisegol, heblaw trin offer a'i ddefnyddio'n ofalus (e.e. cyfrifiadur).

TASGAU, DYLETSWYDDAU A CHYFRIFOLDEBAU NODWEDDIADOL

Paratoi/glanhau byrddau ar gyfer prydau bwyd

Tacluso/glanhau ar ôl brecwast, gan gynnwys glanhau dodrefn, lloriau, cyllyll a ffyrc, platiau etc.

Goruchwylio'r plant yn y toiledau a'r ystafell ymolchi
Paratoi a gweini lluniaeth/byrbrydau/prydau bwyd
Cynorthwyo'r plant gyda'u prydau ac annog moesau da wrth y bwrdd
Gosod teganau etc yn ardal/ystafell chwarae'r clwb, a'u rhoi i gadw wedyn
Darparu chwarae i'r plant, a chymryd rhan ynddo gyda nhw
Sicrhau bod adnoddau/deunyddiau/offer yn cael eu cynnal a'u cadw a'u bod yn lân,
gan roi gwybod i Arweinydd y Clwb am golled/difrod neu gyflenwad isel
Siopa am nwyddau traul
Cynorthwyo gydag unrhyw gymorth cyntaf y gall fod ei angen
Gweithio yn unol â'r Ddeddf Plant, gan gadw at safonau a chanllawiau
Gallu adnabod materion amddiffyn plant y gall fod angen rhoi gwybod i Arweinydd y
Clwb amdanynt

CYMWYSTERAU, HYFFORDDIANT A GALLUOEDD TEBYGOL

Bod â dealltwriaeth am weithio gyda phlant o'r ystod oedran briodol, a gofalu
amdanynt
Rhifedd a llythrennedd sylfaenol i allu darllen, ysgrifennu, cyfrif, deall polisïau'r ysgol
a gwirio cofrestrï
Bod â sgiliau darbwylo, gwrando a chyfathrebu da
Gallu cyfranogi mewn chwarae diogel a chreadigol
Bod yn ymwybodol o wahaniaethau diwylliannol ynghylch bwyd
Gwybodaeth a hyfforddiant priodol mewn cymorth cyntaf
Bod yn ymwybodol o alergeddau bwyd unigol
Gwybodaeth am drin a pharatoi bwyd
Bod yn ymwybodol o faterion Diogelwch / Amddiffyn Plant e.e. unrhyw Bolisïau
lechyd a Diogelwch perthnasol