



Breakfast Club Leader

Job Description

SCHOOL: Antingham & Southrepps Primary School and Nursery

JOB TITLE: Breakfast Club Leader

GRADE/SCALE: Scale B (Salary Point 2)

HOURS OF WORK: Monday to Friday, 7:30am – 8:30am (Term Time Only)

RESPONSIBLE TO: Federation Deputy Headteacher/Senior Teacher

MAIN PURPOSE OF THE JOB: To be responsible for the development and daily running of the Breakfast Club, providing a safe and caring environment in line with statutory guidance, where children can enjoy a range of play, learning, and leisure activities. To organise a daily routine that meets the emotional, social, physical, and intellectual needs of the children. To build links and work in partnership with parents and professionals to promote the well-being of the children.

Key Accountabilities

- Daily Management:** Undertake the daily management of the Breakfast Club; maintain high standards of provision throughout the club, ensure the health, safety, and welfare of the children, and implement activities in line with relevant statutory guidance.
- Behaviour Management:** Provide positive and firm control by implementing the academy's discipline/behaviour policy. Address cases of misbehaviour appropriately and report relevant incidents to the Headteacher.
- Compliance and Records:** Keep up-to-date records and ensure the club complies with relevant new legislation, procedures, and requirements, including hygiene, health, and safeguarding regulations.
- Child Protection:** Identify any potential child protection issues related to specific children or the overall running of the club, liaising with the Academy's Child Protection Officer and other professionals as appropriate, while preserving confidentiality. Implement national and local guidelines and the Academy's Child Protection and Safeguarding policies to ensure the well-being of children.

5. **Communication:** Develop and maintain good communication with all staff, Headteacher, Business Manager, Finance Officer, Governors, Parents, and the wider community.

Work Context

1. **Club Operations:** Ensure the club runs smoothly and that all children are offered breakfast and a calm place to start their day.
2. **Opening Responsibilities:** Open up each morning and be prepared to welcome the children from 7:30 AM.
3. **Knowledge of Guidance:** Understand relevant statutory guidance and child protection issues and procedures.
4. **Effective Communication:** Possess effective communication skills to speak to pupils, staff, and parents in a warm and welcoming manner.

Application Deadline: Friday 12th July 2024, 9.00am

Interviews: Scheduled for Monday 15th July 2024

We welcome early applications and will consider holding interviews and appointing before the closing date for strong candidates.

*Enquiries and visits are warmly welcomed, please contact the school office on **01263 833282** or email office@antinghamouthrepps.org.uk.*

We look forward to receiving your application and welcoming a dedicated professional to join our team at Antingham & Southrepps Primary School and Nursery.

In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The post will be offered subject to satisfactory completion of pre-employment checks.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds.