# Job Description

**Post Title:** Breakfast Club Supervisor

**Job Ref Number**: 1326 - Grade D

**Responsible to**: Headteacher

**Responsible for**: n/a

**Purpose of the Job**

* To be responsible for the planning, supervision and organising of facilities in order to offer families a place for children to go before school and to provide the opportunity for children to have breakfast and participate in activities in a safe and secure environment.
* Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

**Job Context**

This is an additional facility provided by the school without charge on school premises, for children to go before school and include provision of a healthy breakfast as well as other activities. These are particularly useful for children who arrive early at school, if for instance their parent works (although clubs are open to children of non-working parents also).

The job involves standing during most of the working period. A low level of physical effort is required on a daily basis when setting up and clearing away tables and chairs for breakfast and activities.

**Accountabilities**

The role of the job holder is to oversee the function of the Breakfast club and ensure it operates according to school policy, health, safety and hygiene standards and any purchases or monies are accurately and effectively processed. They supervise Breakfast club assistants and the children attending the club.

*Key Responsibilities*

1. Be responsible for the facilities used for the Breakfast Club and ensure the area is functional and safe and all equipment, including furniture, crockery/cutlery, kitchen implements, and play material is operational and used according to health and safety rules, regulations and hygiene policies.
2. Plan the weekly sessions and ensure that stocks, including food and drinks, are ordered and/or purchased within designated budget and according to school procurement policy so that the Breakfast Club provision meets the needs of service users in a cost-effective manner.
3. Be responsible for the preparation, serving of and clearing away of breakfast and encouraging good eating habits so that children eat in a relaxed atmosphere.
4. Be responsible for the supervision of children attending the Breakfast Club and the planning and co-ordination of play equipment and materials to provide a safe, appropriate, and stimulating environment.
5. Supervise Breakfast Club Assistants, allocate work as necessary to them and support them in the delivery of the service. Ensure they are aware of and follow policies, fire drills, and any relevant health, safety, or hygiene procedures. Ensure adequate cover is provided in case of staff absence.
6. Ensure an attendance register is prepared and taken, payments collected, and receipts recorded according to school procedures for accurate and up to date audit.
7. Provide a point of contact and information for other team/ school members and parents to ensure information relating to children and the Breakfast Club can be exchanged appropriately and to ensure consistency within the team.

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Promote the safeguarding of all pupils in the school

**PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

# Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | Educated to GCSE level or equivalent to demonstrate a good standard of education | Current First Aid Qualification  Knowledge of Health and safety and food hygiene regulations and standards. |
| **Knowledge and Understanding** | Experience of working with children in a formal setting or form home/volunteer work  Ability to supervise staff  Able to plan and deliver a service to customers including purchasing of appropriate food supplies and monitor and report on service development/outcomes  Ability to interpret, implement and/or monitor policies and procedures relating to the delivery of the job | An understanding of child development and social interaction.  To value the use of constructive play opportunities. |
| **Skills** | To work as part of a group and individually.  To inspire trust and confidence in children.  To encourage high standards of pupil behaviour at all times.  To communicate effectively to an appropriate standard.  To be able to read and understand simple instructions. To initiate games and activities appropriate to the age of the children.  To relate to children on their level.  To remain calm in a crisis.  To have the physical ability to undertake the duties of the post. | To recognise behaviour giving cause for concern and inform teaching staff.  To examine systems critically and suggest ways of improving efficiency. |
| **Personal Characteristics** | Calm, Creative, Empathetic, Organised, Patient, Resourceful, Tolerant and Enthusiastic. |  |