

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
X1435	Senior Breakfast Club Supervisor	Grade 3	348 NJC	January 2009

Statement of Purpose

To work under the direction and instruction of senior staff to ensure and monitor the safety and good behaviour of children at the school breakfast club and to allocate duties to the other Breakfast Club worker(s).

Support for Pupils

- Prepare a basic nutritional breakfast meal for the children (toast, cereal, fruit etc).
- Ensure the welfare and safety of the children in accordance with school policy and procedures.
- Summon help, where necessary, in case of injury or illness and provide basic first aid for minor injuries.
- Report any accidents to senior staff, completing written accident reports as required.
- Assist the children with their table manners and use of cutlery.
- Maintain statutory and non-statutory policies required for the efficient running of the club.
- Liaise with senior staff to ensure the club is maintained to Ofsted standards of care.
- Promote good behaviour within the group in line with school policy.
- Ensure that a daily register is taken, notifying the school office of any vacancies that become available so that these may be filled from the waiting list.

Supervision of Pupils

- Provide supervision of children before, during and after their breakfast meal, including the supervising of children to deposit left over food from plates into the receptacles provided.
- Provide a range of suitable activities for children following their meal.
- Report any persistent unruly behaviour to senior staff.
- Supervise children moving to other areas of the school in time for their registration for lessons.

Support to Organisation

- Ensure that the club area is cleaned at the end of the session and is ready for normal lessons.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and development activities as required.
- Contribute to the promotion of the club in order to maximise usage and continued success.

Support to Staff

- Under the direction of the Senior Assistant Headteacher, organise and supervise the work of other breakfast club staff (1-2 workers)
- Set a good role model in terms of dress, punctuality, behaviour and attendance.

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Support to Resources

- Ensure that the breakfast club dining equipment is safely and hygienically maintained.
- Organise resources and equipment daily and undertake an annual audit of equipment.
- Complete a written tick sheet order for food items required each week for processing by the school office staff.
- Ensure that items of food delivered are stored hygienically and safely.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Senior Breakfast Club Supervisor
Level 2**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Some supervisory experience. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Basic food hygiene certificate • Basic First Aid Certificate • Lifting and Handling training • Fire Prevention training 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good communication skills. • Ability to work constructively as part of a team and on own initiative. • Ability to relate well to children and to adults. • Full working knowledge of relevant polices/code of practice/legislation. • Demonstrate the understanding and ability to maintain a safe and hygienic working environment. • Maintenance of a professional, clean and hygienic appearance • Good understanding and ability to use specialist equipment/resources. • Ability to organise, lead and motivate other staff. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and 	AF/I

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<p>decisive.</p> <ul style="list-style-type: none">• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***