

Powerstock CE VA Primary School

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Job Description for

Breakfast Club Supervisor

Grade: G4

Reports to: Headteacher

Main job purpose

To oversee the daily operations of the Breakfast Club, ensuring a safe, welcoming and engaging environment for all children in accordance with the ethos of the school.

Main responsibilities and duties

- Opening and setting up for the arrival of children.
- To be warm and welcoming to the children and parents.
- Supervise and support children during breakfast time.
- To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To work under the direction of the Breakfast Club Lead (Headteacher) to organise and set up activities to engage children before the day begins.
- Ensure the safety and well-being of all children in the club; promote the safeguarding and welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Maintain a clean and orderly environment, keeping the kitchen area tidy after each session.
- To keep records as required and directed by the Headteacher.
- Communicate effectively with parents, staff, and children.
- To administer first aid and medication as appropriate.



- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required.
- Under Health & Safety legislation to ensure that you take reasonable care of your own health and safety, and that of others; to co-operate on all issues involving health and safety; to use work items provided for you correctly, in accordance with training and instructions; to report any health and safety concerns to your manager as soon as practicable.
- Be committed to the principles of equality of opportunity for all.
- To assist with the handover of children to/from other areas of the school.

Supervision & management

Typically, there will be supervision available from the Headteacher and in their absence, from Teaching staff

Problem Solving and creativity

On a daily basis, under the direction of the Headteacher, adapt activities to meet the needs of all children in the Breakfast Club.

To build effective relationships with children, parents & carers.

Key contacts & relationships

Contact with staff to pass and receive information, guidance and advice, suggestions and ideas.

Contact with parents/carers to receive and deliver information about the children's needs.

Decision making

Working within agreed policies and guidance and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their activities, behaviour and care. Decisions will often need to be made quickly.

Resources

Stationery, writing equipment, play equipment, use of ICT equipment.

Working environment

Most of the working time will be spent in one inside location; there may also be opportunities to be outside.

