

Breakfast Club Supervisor -Job Description

Hours: 5 hours per week, term time only Fixed Term Contract until 31st August 2027

Reporting to: Mrs M Lewis (Executive Headteacher)

Duties and responsibilities

Planning and delivering activities

- Prepare age-appropriate activities and experiences to support pupils' development
- Supervise pupils and help to resolve issues between pupils
- Make Senior Leadership Team aware of any resources required to effectively run Breakfast Club

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents (First Aid training will be organised by School)
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Support with setting up and putting away all equipment safely

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Safeguarding.

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Keep accurate attendance records and report non-attendance in line with school procedures



Person specification

CRITERIA	QUALITIES
Qualifications and training	First aid training (School will organise the training) Level 2 Food Hygiene (School will organise the training)
Experience	Previous experience/volunteering working with children desirable
Skills and knowledge	Ability to respond quickly and effectively to issues that arise Ability to use own initiative and take action accordingly Effective communication with adults and children Ability to deliver instructions to junior team members Ability to follow school policies Ability to build effective working relationships with colleagues
Personal qualities	Commitment to upholding and promoting the ethos and values of the school Commitment to supporting and understanding pupil needs Commitment to maintaining appropriate confidentiality at all times Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2026

Next review date: September 2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

