



## Our Lady of Lourdes Catholic Primary School

Curbridge Road, Witney, Oxfordshire OX28 5JZ

01993 702480

office@ololwit.org.uk

Principal: Mrs R Gowers



THE ARCHDIOCESE  
of BIRMINGHAM

### Breakfast Club Supervisor

**Responsible to:** Principal

**Salary Scale:** Grade 7

#### **Job Purpose and key tasks:**

- To manage and lead our breakfast club provision, being responsible to our Principal
- To carry out key holder duties and be responsible for opening the school at the start of the day
- To maintain a safe and stimulating play environment and to lead developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play
- To ensure the provision offers a safe and stimulating play environment
- To plan, prepare and deliver activities which meet children's individual developmental needs
- To safely transfer children to classrooms and from parents when they are dropped off
- To supervise breakfast time refreshments for the children
- To follow guidelines and procedures for Safeguarding in accordance with the school safeguarding policy
- Ensure cleaning and clearing away of all equipment at the end of each session
- To carry out any other duties which will be seen to enhance the breakfast club

### Person specification

| Qualifications                                               | Essential | Desirable |
|--------------------------------------------------------------|-----------|-----------|
| GCSE 'C' or equivalent in English and Maths                  |           | √         |
| NVQ Level 2 Childcare or equivalent                          |           | √         |
| Enhanced DBS                                                 | √         |           |
| Safeguarding Children Training                               |           | √         |
| First Aid Certificate                                        |           | √         |
| Experience                                                   | Essential | Desirable |
| Experience of working with children aged 4 years to 11 years | √         |           |





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|                                                                                                                                                |                  |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Experience of working in a primary school setting                                                                                              |                  | √                |
| <b>Knowledge and Understanding</b>                                                                                                             | <b>Essential</b> | <b>Desirable</b> |
| Demonstrate an understanding of safeguarding                                                                                                   | √                |                  |
| Demonstrate confidence with a wide range of games and activities (craft, board games) and a willingness to interact with children through play | √                |                  |
| Awareness & understanding of the need for confidentiality                                                                                      | √                |                  |
| <b>Skills and Attributes</b>                                                                                                                   | <b>Essential</b> | <b>Desirable</b> |
| Good communication skills                                                                                                                      | √                |                  |
| Good interpersonal skills                                                                                                                      | √                |                  |
| Ability to follow planning, instructions from managers & policies                                                                              | √                |                  |
| Positive approach to behaviour management                                                                                                      | √                |                  |
| Awareness of responsibility to oversee the health, safety and wellbeing of all children at the after school club                               | √                |                  |
| <b>Characteristics</b>                                                                                                                         | <b>Essential</b> | <b>Desirable</b> |
| Calm and friendly manner                                                                                                                       | √                |                  |
| Professional attitude and excellent timekeeping                                                                                                | √                |                  |
| Commitment to giving children a happy & safe experience                                                                                        | √                |                  |
| Excellent team player                                                                                                                          | √                |                  |
| High expectations of self and others                                                                                                           | √                |                  |

