

Job Description

Post Title	Breakfast Club Supervisor
Grade	Grade 2 SCP 3
Location	Sidmouth Primary School
Reporting to	Senior Leadership Team

Purpose of Role

To assist in the smooth running of the Breakfast Club, supervising children to ensure a high quality, healthy club with varied activities for pupils to enjoy in a relaxed and calm environment.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Set up the equipment for the Breakfast Club; set up the crockery, cutlery and the toaster and put away all items at the end.
3. Assist with the preparation and serving of breakfast food e.g. toast, cereal and juice
4. Wash up crockery and cutlery, clean the tables and sweep the floor to ensure that appropriate hygiene standards are complied with.
5. To order food and maintain stock control, liaising with the Administration Manager.
6. Supervise the children, making resources and equipment available in order to create a safe, happy and secure environment.
7. Interact with the children, supporting their activities, playing games, talking to them etc.
8. Liaise with the Administration Manager to share information with parents/carers about the club to ensure consistency and that they receive up to date information.
9. To follow all school policies and procedures to ensure the safety and wellbeing of everyone at the club.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Contributes to the safeguarding and wellbeing of all members of the Breakfast club
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	The post holder is responsible for ensuring that all breakfast club equipment is properly cared for and used only for the purposes intended.

		E	D	How Identified
Qualifications	Basic literacy and numeracy, Level 2 or equivalent	✓		AF, I
	First Aid certificate		✓	
	Food Hygiene Certificate		✓	
Relevant Experience	Previous experience of managing pupil behaviour in a workplace setting	✓		AF, I,R
	Previous experience of supporting pupils in a school setting	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I,R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to plan and prepare a range of activities for pupils across the primary age range	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	The postholder will have basic knowledge of Health and Safety, First Aid, and Fire Prevention for which appropriate training will be provided	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	Basic written/email correspondence appropriate to respondents. Basic accurate report writing and record keeping appropriate to requirements.	✓		AF, I,R
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)