



# **Breakfast Club/After School Club Manager**

## **Job Description & Person Specification**

**June 2026**

**Responsible to:  
Review Date:**

**Headteacher  
June 2027**

## Role Overview

To lead and manage our Breakfast Club and/or After School Club provision. To supervise, guide and assist children during breakfast club, so as to ensure the safety, general welfare and proper conduct of pupils before after the normal school day.

## Key Accountabilities

1. To lead, supervise and manage the Breakfast Club and/or After School Club Assistants.
2. To supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
3. To be the Designated Safeguarding Lead in the provision.
4. To ensure that the provision is safe and set-up prior to the pupils arriving and cleared away at the end of breakfast club.
5. Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.
6. To be aware at all times of appropriate Health & Safety procedures and to apply the school's policies and procedures.
7. To work with the school leadership team to ensure the setting meets all statutory requirements and child-to-staff ratios dictated by governing bodies (such as Ofsted in the UK).
8. Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities.
9. Maintain attendance registers, collect pupils from classrooms, and ensure safe handover to parents/carers.
10. Prepare and serve healthy snacks or light meals while adhering to food hygiene and allergy guidelines.



## Person Specification

Education & Qualifications	Essential	Desirable
English and Maths (NVQ Level 2 in literacy and numeracy or equivalent qualification).		✓
Experience & knowledge		
Recent and relevant work experience with children	✓	
Knowledge of Child Protection and appropriate Health and Safety Regulations	✓	
Skills		
Ability to react quickly to events and/or incidents.	✓	
Ability to manage and lead members of a team.	✓	
Ability to understand and follow relevant procedures e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.	✓	
Excellent interpersonal skills, with the ability to develop effective partnerships.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.