

Plumcroft Primary School



Breakfast Club Manager – Vincent Road Campus

Responsible to: SLT

Purpose of Role:

Manage the day-to-day running of the breakfast club provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Main Duties and Responsibilities:

Planning and delivering activities

- › Plan and deliver age-appropriate activities and experiences to support pupils' development
- › Brief other extended provision staff so they're aware of how the activities will run
- › Offer educational instruction where needed to help pupils to share equipment
- › Supervise pupils during activities and help to resolve issues between pupils
- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers/parents
- › Manage stock of resources necessary to carry out planned activities

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
- › Record details of incidents in line with the school's reporting procedures
- › Feed back 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
- › Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained
(e.g. first aid kits)
- › Co-ordinate and offer support with setting up and putting away all equipment safely
- › Make sure all policies are up to date and implemented consistently by all staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, 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

Working with others

- Manage and support other extended provision staff, setting clear expectations for the requirements of their role
- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- Work with external agencies as appropriate
- Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)

Safeguarding

- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all children have a prepared snack to eat

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Confidentiality: All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

Safeguarding: Plumcroft Primary School are committed to the safeguarding of our children and it is a requirement of this role that the post-holder has satisfactory DBS clearance.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Working with children or young people • Leading a team • Planning activities to engage pupils and support development
Skills and knowledge	<ul style="list-style-type: none"> • 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 take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____