



## Job Description

**Post Title:** Breakfast Club Lead

**Grade:** Grade 2 (in line with school pay policy)

**Hours:** 8.75 hours per week, term time only

- 7:30am–8:45am, Monday to Friday (onsite during Breakfast Club)
- 2.5 additional hours per week for administration (to be worked flexibly, by agreement)

**Reporting to:** Strategic Operations Manager

**Location:** Bournville Village Primary School

## Purpose of the Role

The Breakfast Club Lead is responsible for the day-to-day leadership, organisation and smooth operation of the school's Breakfast Club provision.

The postholder will be the main point of contact for all operational and administrative aspects of the club, ensuring it is:

- Safe and well supervised
- Efficient and well organised
- Financially sustainable
- Attractive and responsive to the needs of our families

This is a key role in maintaining and developing a high-quality extended provision offer.

## Key Responsibilities

### 1. Daily Operational Leadership (7:30–8:45am, Mon–Fri)

- Lead and oversee the daily running of Breakfast Club.
- Ensure a safe, calm and welcoming environment for pupils.
- Be physically present and actively supervising each morning.
- Organise routines and simple activities that promote a positive start to the school day.
- Maintain clear behaviour expectations in line with school policy.
- Ensure safeguarding procedures and attendance processes are followed at all times.
- Liaise with school staff as children transition into the school day.

### 2. Administration & Systems (2.5 flexible hours weekly)

- Act as the main point of contact for all Breakfast Club administration queries.
- Manage bookings, waiting lists and attendee records.



Linden Road, Bournville, Birmingham, B30 1JY

Head Teacher: Amy Cooper [enquiry@bournvillevillageprimary.org.uk](mailto:enquiry@bournvillevillageprimary.org.uk)

Tel: 0121 675 9098

- Maintain accurate daily registers and attendance data.
- Respond to email queries from families in a timely and professional manner.
- Ensure systems are organised, efficient and compliant.
- Support communication to parents regarding reminders, changes or updates.

### **3. Ordering & Resource Management**

- Order food and Breakfast Club resources in a timely and cost-effective manner.
- Monitor stock levels and minimise waste.
- Ensure food provision meets nutritional and food hygiene standards.
- Work within agreed budget parameters (finance processing handled by the school finance team).
- Ensure resources are well maintained and appropriately stored.

### **4. Growth, Quality & Sustainability**

- Monitor attendance patterns and support strategies to maintain or increase uptake.
- Contribute ideas to enhance the quality and appeal of the provision.
- Ensure the club is organised in a way that supports financial sustainability.
- Take pride in maintaining an attractive, well-run and valued service for families.
- Contribute to periodic reviews of the provision.

### **5. General Responsibilities**

- Adhere to safeguarding, health & safety and food hygiene policies.
- Undertake relevant training as required.
- Carry out other duties appropriate to the grade and nature of the post.

### **Safeguarding Statement**

Bournville Village Primary School is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and contractors to share this commitment and to actively uphold our safeguarding culture at all times.

This post is subject to safer recruitment procedures, including:

- An enhanced Disclosure and Barring Service (DBS) check with children's barred list check
- Verification of identity and qualifications



- A minimum of two satisfactory references
- Online searches in line with Keeping Children Safe in Education guidance

The successful candidate will be required to subscribe to the DBS Update Service and maintain an active annual subscription for the duration of their employment, at their own cost.

Failure to maintain DBS clearance or Update Service subscription may result in review of employment.

