



2017/18

Breakfast Club Leader Job Description and Person Specification

Brecknock Primary School



JOB DESCRIPTION

POSITION: Breakfast Club Leader

GRADE: Scale 3 SCP 14-17

HOURS: 8.65 hours (term time only), 7:30 – 9:15

RESPONSIBLE TO: Deputy Head teacher (Pastoral)

Purpose of the Post

To ensure the smooth running of Brecknock's Breakfast Club procedures, line managing other breakfast club staff to ensure a high quality provision of a healthy breakfast and varied activities for pupils to enjoy in a relaxed and calm environment at the start of the school day.

Main Responsibilities

1. To maintain the healthy eating policy and keep updated with any new information;
2. To safeguard children and ensure and promote their health, safety and wellbeing;
3. Purchasing of food and other necessary items, stock control, ensuring cupboard, fridges etc are cleaned;
4. Set up area before children arrive and with other Breakfast Club staff pack away at end of session (ensuring kitchen area is cleaned after each session);
5. Plan and coordinate activities and games to interest and stimulate the children;
6. Organise the space and resources to create a welcoming, relaxed and informal environment;
7. Meet and greet families and children as they arrive (ensure a positive relationship with both);
8. Note any information passed on from parents and pass onto relevant professionals;
9. Settle children and serve breakfast encouraging the children to be independent or help others;
10. Interact with children, discussions, playing a game or simply having a conversation on a one to one basis;
11. Ensure a good balance between free choice of play and directed play when necessary;
12. Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant professionals);
13. Ensure there is a good standard of behaviour in line with the school's Behaviour Policy;
14. Bring any concerns to the attention of parents;
15. Communicate any relevant news or issues to others in Breakfast Club team;
16. Line manage the team to ensure that the provision is consistent, effective and of a high standard.

Administrative Duties

17. Liaise with prospective parents (by telephone or in person) providing information and ensuring necessary documentation is accurate and complete, for example: contact information, medical needs etc;
18. Record attendance on daily register (including time of arrival);
19. Maintain weekly attendance register and half-term booking forms;
20. Ensure all records are kept updated and correct procedures re: medicines etc are followed;
21. Keep other staff aware of relevant Breakfast Club news and the newsletter when necessary;
22. Ensure provision is consistent with EYFS requirements;

23. Process any other displays, letters, emails as and when needed;
24. Liaise with School Office and Communications Officer and Deputy Headteacher on all relevant matters and issues.

General

25. To attend relevant in-service training as and when required to be able to support both teachers and pupils
26. To administer first aid or carry out simple medical procedures in line with school guidelines
27. To attend and contribute to all school meetings as directed by the Headteacher
28. To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

Personal Responsibilities

29. To monitor and manage personal workload and keep records in an agreed format under the direction of the Deputy Head teacher.
30. To achieve agreed targets and personal appraisal targets as agreed by the Deputy Head teacher.
31. To be professional in dress and manner at all times.
32. To deal in all matters with confidentiality, tact and discretion when giving or receiving information.

Performance Standards

1. To ensure that the schools customer care standards are met and adhered to.
2. At all times to carry out the responsibilities of the post with due regard to the Equalities Act.
3. To ensure that all duties are performed in accordance with the councils Financial Regulations.

PERSON SPECIFICATION

POSITION: Breakfast Club Leader

GRADE: Scale 3

HOURS: 8.65 hours (term time only), 7:30 – 9:15

RESPONSIBLE TO: Deputy Head teacher (Pastoral)

Requirements

- Child Centred (required)
- Good organisational and communication skills (required)
- Able to lead and motivate team (required)
- The ability to work within set procedures and to maintain confidentiality.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Diplomatic approach in dealing with difficult situations.
- Ability to work on own initiative and contribute ideas to the improvement of the service at the school.
- A commitment to providing a responsive and supportive service and willingness to constantly seek ways of improving the service.
- Proactive and the ability to work on own initiative and prioritise work.
- Ability to work effectively as part of a team.
- Previous experience in this field (desirable)
- First-aid certificate (desirable)