

Breakfast Club Leader



Job Description

Reports to: Head Teacher

Overview

- To lead the Breakfast Club and deliver activities to the children.
- To ensure that all children are safe and receive rich and stimulating play experiences
- To meet requirements of regulatory bodies with relation to special needs, child protection, Health and Safety and to ensure that school policies and procedures are adhered to.

Key Responsibilities and Duties

Care and Curriculum

- Act as Breakfast Club Leader to plan for and implement the activities for Breakfast Club.
- Provide high standards of quality opportunities for the children to continue their social development through play and PE based activities.
- Promote and facilitate partnership with parents/carers and other family members.
- Demonstrate good practice with regard to special needs and inclusion.
- Ensure that children are kept safe and that staff understand, and when necessary follow, Child Protection Procedures.
- Ensure that the nutritional needs of the children are met and a range of healthy cold breakfasts are provided.
- Develop and maintain highly professional working relationships with colleagues within the school and Pre school.
- Carry out all responsibilities in building relationships with a small group of children and their families, and promote parental partnership and involvement.
- To carry out any other tasks as reasonably requested by the SLT of the school.

Administration

- Be responsible for checking in advance the children who are registered to attend.
- Greet the children who are registered to attend.
- If children have not attended, follow the procedure to ascertain why they have not attended.
- Liaise with the school office regarding any children who arrive unexpectedly.
- Record any additional children not pre-booked once confirmed that they should remain in Breakfast Club.
- Purchase relevant breakfast cereals/fruits and ensure there is always sufficient stock
- Record any children arriving late
- Ensure that the contact and medical lists/dietary requirements for all children are up to date in The ARK for each session.

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout The Ark.
- Ensure the general cleanliness of the children at all times.
- Adhere to Health and Safety policies, risk management and ensure that any remedial action is taken immediately, including working within the guidance of the Lone working policy

- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.

There will be times when the SLT of the school require other related duties to be carried out.

Application Details:

Application forms, which are available from the Gloucestershire County Council Website, can be e-mailed to admin@kempsford.gloucs.sch.uk and should be received by **12noon on Friday 24th June** together with a covering letter. Please ensure you provide telephone numbers and e-mail addresses for your referees. Interviews will be held on **Tuesday 28th June 2022**.

Kempsford Primary School is committed to safeguarding children and requires all staff to share this commitment. The post is subject to an enhanced DBS and prohibition checks. Appointment will be subject to satisfactory references.

<p>BREAKFAST CLUB LEADER, PART TIME, TERM TIME ONLY (38 WEEKS), FIXED TERM VARIABLE, 5 HOURS PER WEEK</p> <p>Grade 2 (pts 2-3) £18516 – £18887 pa pro rata</p> <p>Supervising, leading activities & feeding children at Breakfast Club from 7:45am until school begins.</p> <p>Hours of work; 7:45am-8.45am for 5 days per week</p>
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Applications by: 24-06-2022

Interview: 28th June 2022

Start date: 01-09-2022

PERSON SPECIFICATION
Post Title: Breakfast Club Leader

Person Specification	Essential	Desirable
A childcare and Education qualification equivalent to NVQ level 3		✓
A higher level qualification in Early Years Childcare and Education/Childhood		✓
Current First Aid at Work Qualification (training will be provided if necessary)		✓
Excellent communication skills both written and verbal	✓	
Ability to build relationships with colleagues	✓	
Ensures the needs of children are central to planning	✓	
An understanding and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace	✓	
A willingness to undertake further relevant training including outside of working hours.	✓	