

Job Title: Breakfast Club Supervisor

Reporting to: Breakfast Club Leader/Principal **Grade: 2**

Barnsley Cluster

Overall purpose of the post:

Attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Breakfast Club. Duties to include caring and playing with groups of children, as well as providing a light breakfast. Enthusiasm and commitment is a key factor to provide a relaxed family feel breakfast environment.

Main duties and responsibilities:

- Greet children on arrival at club, provide and supervise play.
- Prepare food as required.
- Follow Risk Assessments guidelines.
- Follow Food Hygiene guidelines.
- Supervision of pupils, ensuring their safety.
- Report to the Breakfast Club Leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines.
- Deal with incidents in accordance with agreed breakfast club policy strategies; encourage pupils to take responsibility for their own behaviour.
- Liaise with parents.
- Assist younger children to cut up food.
- Check that pupils arrive at their classrooms safely into the care of their teacher.
- Report all accidents to the Breakfast Club Leader and complete form for parent.
- Ensure that any person on the premises is authorised to be there.
- Report any faults in equipment and resources to Breakfast Club Leader.
- To supervise and ensure the health and safety of children at all times.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Special Features

- **Term time only**

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.