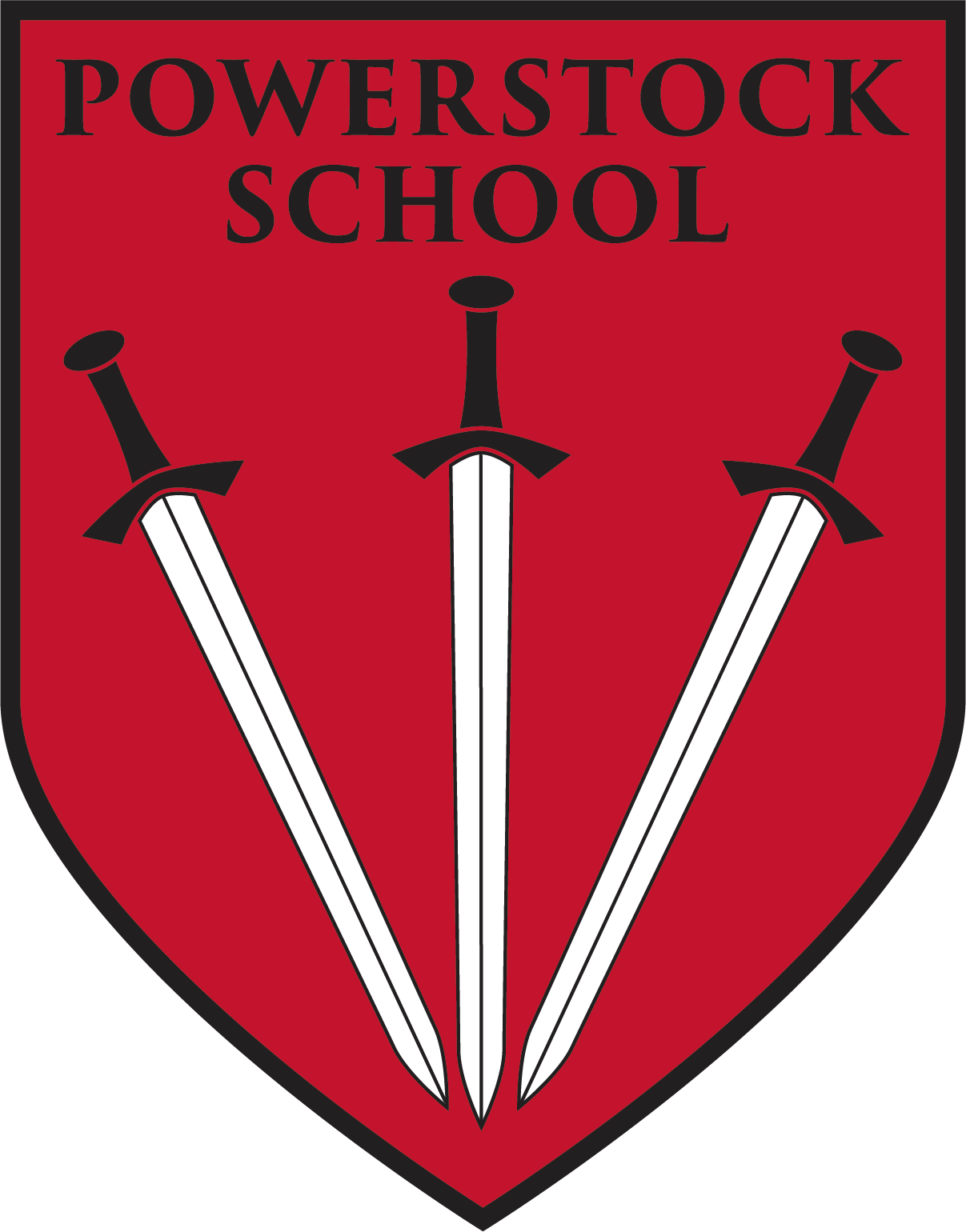
Powerstock CE VA Primary School

Powerstock, Bridport, Dorset, DT6 3TB Tele: 01308 485380

Head Teacher: Mr N Harris BEd (Hons), NPQH

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Job Description for

**Breakfast Club Supervisor**

**Grade**: G4

**Reports to**: Headteacher

**Main job purpose**

To oversee the daily operations of the Breakfast Club, ensuring a safe, welcoming and engaging environment for all children in accordance with the ethos of the school.

**Main responsibilities and duties**

* Opening and setting up for the arrival of children.
* To be warm and welcoming to the children and parents.
* Supervise and support children during breakfast time.
* To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
* To work under the direction of the Breakfast Club Lead (Headteacher) to organise and set up activities to engage children before the day begins.
* Ensure the safety and well-being of all children in the club; promote the safeguarding and welfare of children and young people in accordance with the school’s safeguarding and child protection policy.
* Maintain a clean and orderly environment, keeping the kitchen area tidy after each session.
* To keep records as required and directed by the Headteacher.
* Communicate effectively with parents, staff, and children.
* To administer first aid and medication as appropriate.
* To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required.
* Under Health & Safety legislation to ensure that you take reasonable care of your own health and safety, and that of others; to co-operate on all issues involving health and safety; to use work items provided for you correctly, in accordance with training and instructions; to report any health and safety concerns to your manager as soon as practicable.
* Be committed to the principles of equality of opportunity for all.
* To assist with the handover of children to/from other areas of the school.

**Supervision & management**

Typically, there will be supervision available from the Headteacher and in their absence, from Teaching staff

**Problem Solving and creativity**

On a daily basis, under the direction of the Headteacher, adapt activities to meet the needs of all children in the Breakfast Club.

To build effective relationships with children, parents & carers.

**Key contacts & relationships**

Contact with staff to pass and receive information, guidance and advice, suggestions and ideas.

Contact with parents/carers to receive and deliver information about the children’s needs.

**Decision making**

Working within agreed policies and guidance and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their activities, behaviour and care. Decisions will often need to be made quickly.

**Resources**

Stationery, writing equipment, play equipment, use of ICT equipment.

**Working environment**

Most of the working time will be spent in one inside location; there may also be opportunities to be outside.