

Viking Academy Trust



Job Description

Position: Breakfast Club Supervisor

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Mjemi

Date:

Viking Academy Trust

JOB DESCRIPTION: Breakfast Club Supervisor

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Chilton Primary School
Job Title:	Breakfast Club Supervisor
Line Manager:	Central Administration Officer
Pay Grade:	Kent Range 3

PURPOSE OF JOB

To be responsible for the development and daily management of the Breakfast Club providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers, and professionals to promote the wellbeing of the children.

To develop, implement and review the policies, procedures, and practices within the Breakfast Club.

PRINCIPAL ACCOUNTABILITIES

- Undertake the daily supervision of the Breakfast Club, developing and maintaining high standards throughout to ensure the welfare of the children and implement activities to ensure the National Standards and out of school play values are met at all times and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and be responsible for all Health and Safety matters in the Breakfast Club to ensure the wellbeing of all those who use and work in the club.
- Take a key role in suitably equipping the Breakfast Club in order to provide a stimulating environment for the children and implement policies and procedures within the Breakfast Club ensuring compliance with legislation.
- Ensure that high standards are maintained with regards how the club runs and showing how the resources (staff, premises, and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of Breakfast Club staff in order that appropriate staff are appointed.

- Ensure that fees are paid by parents and that a procedure is in place to ensure regular communication with non-payers.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and accurate financial records to ensure that KCC's financial procedures are adhered to, and income and expenditure is kept within budget, ensuring that all records maintained confidentiality.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the Breakfast Club's Equal Opportunities policy is adhered to.

NECESSARY EXPERIENCE

- Minimum of 2 years supervisory experience in a childcare setting with demonstrable understanding of play work development.
- Paediatric First Aid Certificate or willingness to obtain.
- Experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, etc)
- Knowledge and experience of policies and procedures relating to child protection, health & safety, security, equal opportunities, and confidentiality.

SCOPE FOR IMPACT

The Breakfast Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way. The safe and stimulating play environment of the Breakfast Club depends on the management skills of the Breakfast Club Supervisor.

The Breakfast Club Supervisor needs to be aware of relevant and new legislation, procedures, and policies to ensure that the club is operating within the agreed procedures.

The Supervisor will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

OTHER RESPONSIBILITIES

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times. *

Any other task - as requested by the Head of School and COO and which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE MANAGEMENT

To attend regular staff meetings with the Chief Operations Officer and to participate in the school's annual performance review procedure.

**NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the Head of School.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*