

Job Description

Job title: Breakfast Club Supervisor
Reports to: Office Manager
Location: Hartley Primary Academy

Main Purpose of Role:

To assist in the day to day organisation of the Breakfast Club and supervise and take care of the children in all areas inside and outside of the school

Main Functions:

- To provide full care for the children, including receiving them safely from their parents or carers and to ensure that children reach their classrooms for morning registration. To assist with the provision of breakfast and refreshments.
- To supervise pupils before school in accordance with the instructions of the Principal or Breakfast Club Leader.
- To ensure positive behaviour by implementing the school discipline/behaviour policy. To encourage, supervise and sometimes initiate play activities.
- To ensure that any injury or sickness of pupils is reported immediately to the Breakfast Club Supervisor. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
- To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
- To support in removing and storing tables, benches, chairs and play equipment to storage areas.
- To check that no pupil remains in outside areas when morning lessons are about to begin.
- To carry out the above duties in accordance with LAT and Hartley Primary Academy Equal Opportunities Policy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.