

# AMHERST SCHOOL

## Job Description and Person Specification

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<b>Role:</b>	<b>Breakfast Club Manager</b>
<b>Salary</b>	<b>KR5 £21,389 FTE</b>
<b>Responsible to:</b>	<b>School Business Manager</b>

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### **PURPOSE OF JOB**

- To work under the direction of the School Business Manager 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.

### **PRINCIPAL ACCOUNTABILITIES**

- Support with the planning of the daily activities of the Breakfast Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
- Line manage the team of Breakfast Club Assistants
- Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and 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.
- Place the orders for food and unpack/check the food delivery.
- Advise the School Business Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information.
- With the other staff 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 to ensure that the Breakfast Club's Equal Opportunities policy to is adhered to.

### **NECESSARY EXPERIENCE**

- Knowledge of Health and Safety procedures in the Breakfast Club
- Knowledge of Child Protection procedures in the Breakfast Club

- Must have a basic understanding of Food Hygiene
- Basic experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

#### **SCOPE FOR IMPACT**

- This post has a direct impact on the wellbeing and development of children attending the club
- The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times.
- The post holder 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
- The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

# Person Specification

## Breakfast Club Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>- Good basic education with competency in literacy and numeracy</li> <li>- GCSE/CSE English &amp; Maths</li> <li>- Knowledge of Health &amp; Safety procedures in a breakfast club setting</li> <li>- Basic understanding of food hygiene or willingness to train</li> <li>- First aid qualification or willingness to train</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of NVQ Level 3 qualification</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>- Experience of working with children aged 8 – 11 years</li> <li>- Ability to lead and manage a team</li> <li>- Excellent communication, listening and observation skills</li> <li>- Ability to deal with difficult situations</li> <li>- Ability to handle confidential information</li> <li>- Organisational abilities and accurate record keeping skills</li> <li>- Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>- Experience within a breakfast club setting</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</li> <li>- Ability to take a firm but fair approach to behaviour issues in line with the school behaviour management policy</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>- Commitment to uphold the ethos and values of the school</li> <li>- Willingness to learn and undertake training</li> <li>- Flexibility and adaptability</li> <li>- Ability to empathise, keep calm and be patient</li> </ul>	