

KS C - Breakfast Club Manager - Job Description

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

PURPOSE OF JOB:

To provide leadership in the breakfast club

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

Main duties and responsibilities (Accountabilities):

The duties of the Breakfast Club Manager include:

- Lead and manage 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 supervise the safe escorting of children to ensure their wellbeing at all times.
- Lead and work with other staff to promote healthy eating and maintain the club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff.
- Act on 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.
- Ensure 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 ensure that all records are maintained ensuring confidentiality of information.
- Order food for breakfast
- Set up and prepare breakfast for children
- Interact with parents
- Organise registers for breakfast club
- Safeguarding for all children
- Establishing and maintaining positive relationships with children and their families in a way that values parental involvement.
- Working effectively managing a team using initiatives, sharing information and being flexible whenever necessary.
- To respect and maintain confidentiality in relation to children, families and staff
- Ensuring that Child Protection policies and procedures are adhered to at all times.

- Undertaking First Aid training and food hygiene training as required.
- Undertaking training as appropriate to meet any changes in standards or appropriate legal requirements