

**Extended Services**

**Breakfast Club Lead**

**Job Description**

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| **Grade:** | **Kent Scheme C**  *(38 weeks plus holiday entitlement)* |
| **Responsible to:** | **Families and Community Manager/Headteacher** |

**Purpose of the Job:**

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

To plan an exciting programme of events for Breakfast Club with appropriate risk assessments to ensure the highest possible standard of health and safety for the children.

To organize and maintain medical/dietary information needs for all children attending Breakfast Club.

To be responsible for the food purchase, preparation and provision of healthy breakfast options for the children.

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

To plan, organize and maintain training and updates for all Breakfast Club staff and oversee administration according to Breakfast Club needs.

**Key duties and responsibilities:**

All staff should have undertaken the Foundation Certificate in Food Hygiene (as a minimum qualification)

1. Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
2. Provide a happy, relaxing and fun atmosphere.
3. Work with other staff to provide healthy meals/snacks in order to promote healthy eating in accordance with government ‘Healthy schools Guidelines’ 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.
4. Mop up and wipe spillage from the floor surfaces or meal tables.
5. Assist children with their breakfast when necessary.
6. To provide positive and practical development in table etiquette and in general behavior.
7. Monitor and report any activities/behaviour that may be of concern to the Line Manager/Child Protection Officer, preserving confidentiality as necessary, to ensure the safety and wellbeing of the children and record information in line with the school’s procedures (CP file).
8. Ensure that all aspects of regulation and guidance are met and that school policies and procedures are followed such as Health and Safety, Wellbeing and Confidentiality.
9. Maintain a positive ethos and employ positive behavior management strategies, as appropriate, in line with the school’s guidelines.
10. Complete a daily register
11. Put out, collapse and store away tables and benches and the beginning and end of the session.
12. Wash and dry up breakfast crockery and cutlery
13. Ensure children are escorted to the correct area safely in time for the start of the school day.
14. To adhere to correct first-aid practice and procedures in accordance with school policy and first-aid guidelines.
15. Carry out the above duties in accordance with the Equal Opportunities Policy
16. Complete appraisals for all Breakfast Club staff.
17. Participate in ongoing training and development.
18. Be proactive in looking to improve breakfast club opportunities and feedback comments/ideas at extended services staff meetings
19. Enjoy your time with the children

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: ……………………………………………

Reviewed: September 2025

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.