



EASTCHURCH PRIMARY SCHOOL BREAKFAST CLUB SUPERVISOR JOB

DESCRIPTION

Grade: Kent Range 3

Responsible to: School Business Manager

Primary Purpose of the role

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential. [L] To ensure the smooth running of breakfast club procedures, to ensure a high-quality provision of a healthy breakfast and varied activities for pupils to enjoy in a relaxed and calm environment at the start of the school day. [SEP]

Responsibilities:

- To maintain the healthy eating policy and keep updated with any new information [L] [SEP]
- To safeguard children and ensure and promote their health & safety
- Ensure purchasing of food etc. & stock control, ensuring cupboard, fridges etc. are also cleaned Set up area before children arrive pack away at end of session (ensuring area is cleaned after each session)
- Plan and coordinate activities and games to interest and stimulate the children. Organise the space and resources to create a welcoming, relaxed and informal environment
- Meet and greet parents & children as they arrive (ensure a positive relationship with both) Note any information passed on from parents and pass onto relevant staff
- Settle children and serve breakfast encouraging the children to be independent or help others
- Inter-react with children, discussions, playing a game or simply having a conversation on a one to one basis. Monitor behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant staff)
- Ensure there is a good standard of behaviour in line with the school's behaviour policy
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Administrative Duties

- Record attendance on daily register (including time of arrival)
- Maintain weekly attendance register and any other required administrative paperwork
- Keep records re: payments as per amounts due and completing amounts due slips and distribute liaise closely with school administration staff and SBM
- Ensure all records are kept updated and correct procedures re: medicines etc. are followed
- Liaise with school SBM and Headteacher on all relevant matters and issues.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the School Business Manager or Headteacher.