

## **Summary of Duties – Breakfast Club Supervisor**

### **Summary of Job:**

Working along other Breakfast Club staff to ensure the day to day running of the Breakfast Club is safe, well managed and efficient. You will be responsible for the preparation of the children's breakfast, supervising pupils whilst they are having breakfast and playing indoor games before the start of school. Precise duties may vary according to identified needs in school.

### **Outline of Main Duties:**

1. Put out and set up tables in time for the Breakfast Club period to ensure there are sufficient settings for the number of pupils eating that day.
2. Preparing and presenting breakfast food items, including those for pupils who may have special dietary needs.
3. Ensure pupils enter the Breakfast Club in a safe and orderly fashion and behave appropriately throughout the Club session in order to maintain safety and wellbeing of all pupils and staff
4. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils are provided with food & drink and monitor that sufficient amounts of their meal has been eaten.
5. Assist the pupils, as necessary, during the session to ensure their wellbeing, including helping with spillages, cutting up food and caring for pupils' individual needs.
6. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment for all sittings and that these are then washed and stored appropriately.
7. Once they have eaten, assist the pupils as necessary during their play / activity session to ensure their wellbeing, interests and caring for pupils' needs.
8. Ensure once meals & activities are finished that the area is left in a clean and tidy manner to maintain a safe, clean and tidy environment. Tables and equipment are cleaned and stored appropriately.
9. Assist in dismissing pupils at the end of the session.
10. Operate a first aid service during the Breakfast Club to deal with any accidents that occur safely and quickly.
11. Liaise with class teachers/other staff regarding any issues that have arisen during the session.
12. Undertake record keeping & liaison with parents as required.
13. Ensure all meals are safely prepared and food storage is undertaken as per requirements to ensure health & safety of pupils & staff; training for this to be undertaken and kept up to date.