

Job Accountabilities

Job Title: Breakfast Club Supervisor	Job number / Grade Scale 2b fixed sp 3
Appointment: 7.30-8.45am. Term time only	Permanent Position

JOB PURPOSE

To lead and manage the day-to-day operation of the Breakfast Club, providing high-quality out-of-school care for children aged 4–11 years in a safe, enjoyable and stimulating environment.

The Supervisor is responsible for ensuring effective organisation, high standards of care, compliance with safeguarding and health & safety requirements, and the supervision of Breakfast Club staff.

JOB DESCRIPTION

- Lead and oversee the daily running of the Breakfast Club.
- Supervise, support and direct Breakfast Club staff to ensure consistent and high-quality provision.
- Plan and organise suitable activities that promote free play, inclusion and positive social interaction.
- Prepare, serve and oversee the provision of breakfast in line with food hygiene regulations.
- Ensure food is stored safely and stock levels are monitored and maintained.
- Set up and clear away club areas, ensuring high standards of cleanliness and organisation.
- Maintain accurate attendance registers and detailed incident/accident records.
- Promote positive behaviour in line with the school's Behaviour Policy.
- Support children with additional needs, medical conditions or special dietary requirements.
- Undertake and coordinate first aid duties and ensure accident/incident procedures are followed correctly.
- Communicate effectively and professionally with parents/carers.
- Be vigilant regarding safeguarding concerns and follow school safeguarding procedures, reporting concerns to the DSL promptly.
- Ensure compliance with Health & Safety regulations, including fire safety procedures.
- Maintain confidentiality in line with GDPR and data protection policies.
- Attend and contribute to relevant training (safeguarding, food hygiene, paediatric first aid).
- Undertake any additional duties as reasonably required by the Headteacher.

The role involves standing for the duration of the session and physical duties such as setting up equipment and responding to emergencies.



JOB ACCOUNTABILITIES

- Ensure a safe, welcoming, and hygienic environment at all times.
- Be accountable for the effective organisation and smooth running of the Breakfast Club.
- Provide a nurturing start to the school day where children feel valued and secure.
- Maintain accurate records (registers, incidents, dietary needs)
- Work collaboratively with school staff and follow school policies.
- Model professionalism, reliability, punctuality and positive relationships.
- Ensure all safeguarding and child protection procedures are rigorously followed.
- Maintain confidentiality in line with GDPR and data protection policies.
- To undertake other duties may become necessary, as agreed with the Headteacher.



Person specification

Key Criteria	Essential	Desirable	How measured
Qualifications and training	<ul style="list-style-type: none"> - Enhanced DBS clearance - Willingness to complete safeguarding training (KCSIE) - Basic food hygiene awareness (or willingness to obtain Level 2) - Willingness to complete paediatric first aid 	<ul style="list-style-type: none"> - Level 2 Food Hygiene certificate - Paediatric First Aid certificate 	Application, certificates, interview
Competence summary (knowledge, skills, abilities, experience)	<ul style="list-style-type: none"> - Experience working with children (paid or voluntary) - Experience of supervising or leading others (formal or informal) - Ability to manage behaviour positively and consistently - Strong organisational skills - Good communication skills with children and adults - Reliable, punctual, and able to work independently 	<ul style="list-style-type: none"> - Experience in a school or childcare setting - Understanding of child development and additional needs - Experience of record keeping and administrative tasks 	Application, interview, references
Other requirements	<ul style="list-style-type: none"> - Physical ability to stand for duration of shift, lift equipment, respond to emergencies - Ability to respond quickly and calmly in emergencies - Commitment to safeguarding, equality, diversity and confidentiality - Flexibility to provide cover where required 		Application, interview

Training will be provided in safeguarding, food hygiene, and first aid.

Wessex Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory safeguarding checks.

Wessex Primary School is committed to creating a diverse workforce. We welcome applications from all qualified candidates.

To apply or for more information, please visit our school website or contact the school office.

