

Job Description

Role Title	Typically reports to	
Breakfast Club Coordinator	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
A127	4	Reviewed Sept 16
Purpose of the role (job statement)		
To be responsible to the Headteacher for the operation and development of the Breakfast Club to ensure continued smooth and effective running.		
Main Duties:-		
<u>Initial planning</u>		
<ul style="list-style-type: none"> • Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities. • Distribute and collect surveys, questionnaires or evaluation papers as required. • Assist with the promotion and publicising the clubs. • Be aware of the timetable of activities and identify the expected tasks required. 		
<u>Running the club</u>		
<ul style="list-style-type: none"> • Assist with the setting-up of the club each day. • Assist with the preparation and serving of breakfast as appropriate. • Help to create a welcoming and supportive environment for the pupils attending the breakfast club. • Be responsible for the management of the behaviour of pupils attending the breakfast club. • Assist with the tidying of the venue after use and ensure the secure storage of resources and equipment used. 		
<u>Administrative duties</u>		
<ul style="list-style-type: none"> • Be responsible for administering and maintaining a registration or signing in system. • Help create related promotional displays for the club in the school. 		
<u>Standards and quality assurance</u>		
<ul style="list-style-type: none"> • Support the aims and ethos of the school. • Set a good example in terms of punctuality, behaviour and attendance. • Be responsible for the purchasing and management of stock, handling cash income and regular audits of resources. • Be responsible for ensuring the maintenance, cleanliness and safety of specialist equipment. • Demonstrate and assist in the safe and effective use of specialist equipment/materials. • Participate in training, other learning activities and performance development as required. 		
Responsibilities:-		
<ul style="list-style-type: none"> • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, • Confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings, as required • Participate in training and other learning activities and • Performance development, as required. • The post-holder may have direct supervisory responsibilities for other staff in the breakfast club. This may require provision of induction training and advice to other staff and volunteers. 		



- The post-holder is required to consult and liaise with the Headteacher in all non-routine matters in connection with the breakfast club,
- Contribute to the promotion of the breakfast club to maximise usage and continued success.
- The post-holder has responsibilities for the management of pupils' behaviour within the club but will work within strict guidelines and procedures from the school. All unacceptable behaviour must be reported immediately to a senior member of staff to take action.