

Position: Breakfast Club Supervisor
Responsible to: Breakfast Club Leader and Principal
Main Purpose of Role: To assist in the day to day organisation of the Breakfast Club and supervise and take care of the children in all areas inside and outside of the school

Main Functions:

1. To provide full care for the children, including receiving them safely from their parents or carers and to ensure that children reach their classrooms for morning registration. To assist with the provision of breakfast and refreshments.
2. To supervise pupils before school in accordance with the instructions of the Principal or Breakfast Club Leader.
3. To ensure positive behaviour by implementing the school discipline/behaviour policy. To encourage, supervise and sometimes initiate play activities.
4. To ensure that any injury or sickness of pupils is reported immediately to the Breakfast Club Supervisor. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
5. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
6. To support in removing and storing tables, benches, chairs and play equipment to storage areas.
7. To check that no pupil remains in outside areas when morning lessons are about to begin.
8. To carry out the above duties in accordance with LAT and Hartley Primary Academy Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed:.....

Date:.....