St Wilfrids RCVA Primary School

Breakfast Club Leader

Care, Courtesy and Concern

Job Description:

To ensure the smooth running of St Wilfrid’s Breakfast Club procedures, line managing otherbreakfast club staff to ensure a high quality pre-school environment. This includes the provision of a healthy breakfast, and varied activitiesfor pupils to enjoy before the start of the school day.

Responsibilities:

To provide healthy breakfast options for children to select from

To safeguard children and ensure and promote their health & safety

Purchasing of food etc& stock control, ensuring cupboard, fridges etc are also cleaned

Set up area before children arrive & with other breakfast club staff pack away at end of session (ensuring kitchen 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

Greet children as they arrive ensuring the children sign in re H&S guidance

Note any information passed on from parents and pass onto relevant professionals

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.

Monitoring Behaviour

Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant professionals)

Ensure there is a good standard of behaviour in line with the school’s behaviour policy. Bring any concerns to the attention of the Head Teacher/teachers

Communicate any relevant behavioural issues to others in breakfast club team

Line manage the team to ensure that behaviour management is consistent, effective and of a high standard

Administrative Duties:

Record attendance on daily register

Keep records re: payments as per amounts due and liaise with school administrative assistant to ensure outstanding monies are paid and liaising with parents in this regard

Ensure all records are kept updated and correct procedures re: medicines etc are followed

Keep other staff aware of relevant Breakfast club news and activities

Liaise with school office staff and headteacher on all relevant matters and issues.

Skills & personal qualities required:

Child centred

Good organizational & communication skills

Able to lead and motivate a team

Reliable

Professional & positive approach

Patience & flexibility

Resourceful, practical, good at problem solving

First- aid certificate