



<b>Post Title:</b> Breakfast and After School Club Supervisor		<b>Director/Service/Sector:</b> Generic		<b>Office Use:</b>
<b>Grade:</b> 1		<b>Workplace:</b> School based		<b>JE ref:</b> SG52
<b>Responsible to:</b> Headteacher		<b>Date:</b> September 2012	<b>Lead and Man induction:</b>	
<b>Job Purpose:</b> Under the direction of the Headteacher, to ensure the safety, welfare and good conduct of pupils during the breakfast club.				
<b>Resources:</b> Staff		None		
Finances		Daily collection of money		
Physical		None		
Clients		Parents and pupils		
<p><b>Duties and key result areas:</b> Individually or as part of a team, Include but are not restricted to:-</p> <ol style="list-style-type: none"> <li>1. Supervise pupils in the hall, classroom or group room depending on activity and size of group</li> <li>2. Ensure the maintenance of good order and discipline.</li> <li>3. Deal with accidents and incidents in accordance with school procedures.</li> <li>4. Clean up spillages as necessary.</li> <li>5. Take a register.</li> <li>6. Collect breakfast or after school club money from parents as children arrive.</li> <li>7. Prepare breakfast or light snack.</li> <li>8. Encourage children to play and interact with one another.</li> <li>9. Order food when necessary. Suggest and order resources for pupil activities.</li> <li>10. Other duties appropriate to the nature, level and grade of the post.</li> </ol> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
<b>Work arrangements:</b>				
Physical requirements:		None		
Transport requirements:		None.		
Working patterns:		Monday to Friday morning working.		
Working conditions:		Inside working.		

Northumberland County Council  
**PERSON SPECIFICATION**

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<b>Essential:</b>	<b>Desirable:</b>	
<b>Qualifications and Knowledge:</b>		
Must be willing to undertake and keep updated Child Protection training		
<b>Experience:</b>		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
<b>Skills and competencies:</b>		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
<b>Physical and emotional demands:</b>		
Ability to work all year round		
<b>Motivation:</b>		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
<b>Other:</b>		