

Job Specification

Job Title: Breakfast School Club Leader / After School Club Leader (generic)

Grade: G5

Job Evaluation Code: GS6480

Reporting to:
Headteacher

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Children & Young People

Workstyle: Workplace based

Overall Purpose of the Post:

To supervise and take responsibility for a group of children and their carers as they attend Breakfast & or After school Club. This will involve providing a warm and welcoming environment, receiving and recording messages for other staff and monies for a range of school activities, planning, preparing and delivering varied and interesting activities suited to the needs and age range of the children, supervising them as they eat their breakfast/ meal, ensuring a safe and calm environment at all times and delivering each child to their class for the start of school

The post holder will also have responsibility for managing other staff and monitoring their work, and reporting back to their line manager.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	<p>Level 2 Numeracy and Literacy</p> <p>Food Hygiene in Early Years Settings</p> <p>First Aid qualification</p>	<p>Food Hygiene Certificate</p> <p>Safeguarding Children qualification</p>
Knowledge	<p>Full working knowledge of relevant school and LA policies and practices</p> <p>Understanding of child development and health related issues, such as healthy eating</p> <p>Keep up to date with policies and procedures about Inclusion and Accessibility, and ensure these are adhered to by all staff</p> <p>Understanding of relevant legislation and statutory responsibilities e.g. Risk Assessments</p> <p>Numeracy skills to a high level in order to receive, balance and audit monies effectively and accurately</p> <p>Knowledge of safe working practises, and how to minimise risks to self and others</p> <p>Appreciation of information which can and cannot be shared, and when to seek help responding to divulgements</p> <p>Literacy skills to enable the reading and recording of a range of information to pass on to others</p> <p>Know a range of strategies to deal with challenging behaviour in children</p> <p>Childcare/ supervision</p>	
Experience	<p>Previous relevant experience of working with children of the relevant age range</p> <p>Supervisory Experience</p>	<p>Experience of working with children from a wide range of backgrounds and with a wide range of needs</p>

<p>Physical Skills</p>	<p>Be physical able to lead play and active-based learning</p> <p>Accurate record keeping</p>	
<p>Competencies and other skills required</p>	<p>Ability to resolve problems and issues with children and their carers sensitively and quickly</p> <p>Ability to follow set procedures as well as use initiative where necessary</p> <p>Ability to manage a range of physical, emotional and social needs in children</p> <p>Ability to manage, organise and motivate a team</p> <p>Ability to relate well to other adults and manage difficult situations on occasions</p> <p>Ability to work to deadlines and complete tasks competently</p> <p>Ability to report to, and liaise with, line manager regularly</p> <p>Monitor resources for suitability, wear and tear and safety, and replace when necessary</p> <p>Confidentiality must be adhered to at all times</p>	

Key Outcomes/ Activities

The responsibilities of the Breakfast & or After school Club Leader are as follows:

- Prepare weekly, balanced healthy eating menus
- Purchase food and equipment for the club
- To prepare the Breakfast/After school Club area prior to the arrival of the children at 8.00am
- Allocate duties to Breakfast/After school Club Assistant(s)
- To greet and welcome parents and children at the main door at the specified time(s)
- To manage other staff e.g. Walking Bus supervisor, student helpers
- To collect and record Breakfast/After school Club money in the register, and any other monies for school e.g. dinner money
- To mark attendees in the register
- To supervise and ensure the health and safety of children at all times and promote a calm and orderly start to the day
- To encourage children to have a healthy breakfast/after school snack and promote the reasons for this
- Keep records of children's dietary or medical requirements
- To promote good manners and social skills during breakfast/snacks
- To plan varied and interesting activities for children to undertake when they have finished breakfast/ meal, and plan the weekly timetable, including after school activities.
- To monitor equipment and resources for safety/wear/suitability. To order more where necessary
- To ensure children are accompanied to the toilet
- Administer any first aid if required, complete any necessary paperwork and notify relevant parties e.g. Headteacher
- To liaise with the head teacher regarding any problems/disclosures
- To be aware of school policies on Accessibility, Health and Safety, Child Protection, Equal Opportunities and Behaviour and Attendance
- To be aware of procedures in the event of an evacuation
- To take part in termly fire drills and train the children in calm and orderly evacuations
- To supervise the tidying away of resources and equipment once the club(s) has finished.
- To supervise the orderly return of pupils to their classes at the specified time(s)
- To supervise the orderly collection of pupils from their classes at the specified time(s)
- Ensure continuous Risk Assessments are performed
- Train new/ relief staff as required
- Ensure food hygiene certificates are up-to-date for all staff
- Ensure that any person on the premises is authorised to be there

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Management of other Breakfast & or After School Club Assistant(s) and Walking Bus supervisor(s) (please provide numbers of staff post holder is directly responsible for where applicable)

Financial:

Identify and order resources within a set budget

Physical:

Effective monitoring and use of resources and replacement where necessary

Customers and Clients:

To supervise and ensure the health and safety of children at all times.

Working Conditions:

There may be the requirement to occasionally lift and carry equipment.

Characteristics of the post:

Attendance at weekly meetings with line manager and other support staff

Employees are encouraged to participate in training activities in order to enhance their own personal development.

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All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Childcare Disqualification Declaration (where applicable)
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: September 2016