# Breakfast Club Co-ordinator JOB DESCRIPTION

Danehill Primary School

# GRADE: Single Status 4

# RESPONSIBLE TO: Headteacher

# Purpose of the Role:

To provide safe, high quality care for children, and be responsible for the day to day organisation and operation of the club.

# Key tasks:

1. To provide full care for the children including taking them to the playground at the end of the club
2. To oversee the provision of breakfast
3. To ensure that the Club is a safe environment for children, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively
4. To administer First Aid as appropriate
5. To carry out day to day administration, record keeping, ordering and purchasing materials and equipment
6. To liaise with parents/carers as necessary
7. To ensure that all legal and statutory requirements are implemented, and provide reports as required

# PERSON SPECIFICATION

# JOB TITLE: Breakfast Club Co-ordinator

# GRADE: Single Status 4

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to provide and facilitate safe provision
* Ability to communicate effectively
* Ability to work effectively and supportively as a member of the school team
* Ability to establish a rapport with pupils and their parents
* Ability to meet children’s individual needs, including those with special educational needs
* Ability to use judgement and common sense
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates |
| * Childcare qualification or an NVQ3 in Playwork or equivalent
* A current First Aid certificate – training can be arranged with the school before work commences as necessary
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * An understanding of good quality childcare
* A knowledge and understanding of the Health and Safety regulations within the school
* Knowledge of school policies on Child Protection, Pupil Behaviour, and Equal Opportunities.
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working with 4 to 11 year olds
* Some experience of administration
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * A personal commitment to equal opportunities
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
* Willingness to maintain confidentiality on all school matters
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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | Yes |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |