



Job Title: Breakfast Club Supervisor

Duties & Responsibilities	
Purpose of the job	<ul style="list-style-type: none">- To positively and actively contribute to the primary phase by providing a high quality, engaging wraparound care provision.- To work with children/young people between 4-11 yrs of age, to deliver play opportunities that meet the requirements of the school and national agenda.
Administrative Duties:	
General	<ul style="list-style-type: none">- To ensure the site is safely set up and all checks completed.- To prepare and provide basic snacks for pupils and ensure that equipment used is properly managed, cleaned and stored.- To work with the catering team in regards to preparing food and drink.- To clean breakfast club items after use and ensure the kitchen is left as it was found.- To monitor inventory and equipment and maintain records of this- To carry out daily site checks within the setting/session and record, and to ensure the safety of the children, staff and site visitors.- To feedback to the Wraparound Care Manager regularly on the provision.- To ensure that children's safety is at the centre of daily practice and correct Health & Safety and Safeguarding procedures and policies are followed at all times.- To ensure that students with a range of needs and abilities are included and supported in all wraparound care activities.- To support children with emotional or behavioural problems and help develop their social skills
Responsibilities	<ul style="list-style-type: none">- To oversee the administration and recording of first aid.- To ensure that all Health & Safety procedures are implemented and records are maintained accurately- Comply with policies and procedures relating to wrap around care.- Be aware of and support difference and ensure equal opportunities for all.- Contribute to the development and implementation of the overall ethos/work/aims of the school.- Develop constructive relationships amongst colleagues.- Participate in training and other learning activities and performance development as required.- Recognise own strengths and areas of expertise and use these to advise and support others.- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Every Child Matters agenda and Child Protection Procedures and ensuring that confidentiality is adhered at all times.- Contribute to the overall aims and ethos of the school.
Other duties	<ul style="list-style-type: none">- To be aware of your responsibilities in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999.- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post- The postholder must comply with the Equal Opportunities Policy and health and Safety Policy