



## Breakfast Club Supervisor

<b>Job Title</b>	Breakfast Club Supervisor
<b>Reporting to:</b>	School Business Manager
<b>Location:</b>	Nishkam School West London, 152 Syon Lane, Osterley, Hounslow, West London, TW7 5PN
<b>Contract:</b>	5 hours per week, 38 weeks per year.
<b>Salary:</b>	Grade 1 £2,866.92

Nishkam School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

### Duties and Responsibilities

- Support with the day-to-day running of the Breakfast Club, ensuring smooth and efficient operation.
- Ensure appropriate adult-to-child ratios are maintained at all times.
- Promote positive behaviour and a caring, inclusive atmosphere.
- Welcome children and ensure they are registered upon arrival.
- Provide supervision and engage children in safe, age-appropriate activities.
- Monitor children's wellbeing, addressing any issues or incidents promptly and appropriately.
- Ensure the safety, welfare, and safeguarding of all children in line with school policies.
- Oversee the preparation and serving of healthy, balanced breakfasts in accordance with dietary and allergy requirements.
- Maintain high standards of hygiene and food safety in line with health regulations.
- Ensure all equipment and areas are cleaned and tidied after use.
- Communicate effectively with parents, carers, and school staff regarding attendance, behaviour, or concerns.
- Maintain attendance registers and report absences or issues as required.
- Liaise with the school office and leadership team to ensure alignment with school policies and events.
- Maintain accurate records relating to attendance, food provision, and incidents.
- Follow safeguarding, health and safety, and first aid procedures.
- Participate in relevant training and staff meetings as required.
- Contribute to the continuous improvement of the club's provision.

## Person Specification

<b>Experience / Knowledge:</b>	Education to GCSE Grade D-G (including Literacy and Numeracy)	<b>Essential</b>
	Education to GCSE Grade A-C (including Literacy and Numeracy)	<b>Desirable</b>
	Experience of maintenance of buildings/grounds	<b>Desirable</b>
	DIY Experience e.g. painting, decorating, repairs and use of basic power tools	<b>Desirable</b>
<b>Key Skills:</b>	Ability to communicate and to present information clearly and concisely, both written and verbal.	<b>Essential</b>
	Ability to maintain a positive, safe and healthy school environment	<b>Essential</b>
	Ability to work in a team and use own initiative	<b>Essential</b>
	Ability to understand and comply with school policies including Child Protection and Health & Safety Procedures.	<b>Essential</b>
	The ability to form constructive working relationships with colleagues and communicate with a range of audiences.	<b>Essential</b>
	To be able to use basic IT software such as outlook and Sharepoint	<b>Essential</b>
<b>Personal Attributes:</b>	Reliability, integrity, enthusiasm, energy, perseverance, adaptability.	<b>Essential</b>
	Effective communication and listening skills	<b>Essential</b>
	Commitment to own professional development and learning	<b>Essential</b>
	Ability to stay calm under pressure	<b>Essential</b>
	Able to deal professionally with colleagues and students	<b>Essential</b>
	Demonstrate good attention to detail	<b>Essential</b>
	Experience working with children in a school or childcare setting.	<b>Desirable</b>
	Food hygiene and first aid training (or willingness to obtain).	<b>Desirable</b>
	Strong organisational and communication skills.	<b>Essential</b>
	Ability to work effectively as part of a team and independently.	<b>Essential</b>
	Positive, caring, and enthusiastic attitude.	<b>Essential</b>
<b>Other Special Conditions of Service:</b>	There is a requirement to undertake an enhanced Disclosure and Barring Service check.	