



# Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	Breakfast Club Supervisor
<b>Summary of the role:</b>	To organise breakfast and take care of pupils aged 3-11 years during breakfast club time (7.30am-8.30am)
<b>Line management responsibility for:</b>	N/A
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"> <li>Engage in regulated activity relevant to children</li> <li>Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Arrive at school at 7.30am to collect food from Senior School kitchen.</li> <li>Collect breakfast provisions from junior school kitchen and prepare afterschool area for breakfast club.</li> <li>Greet and welcome children on arrival at 7.45am – sign them in using online booking system.</li> <li>Encourage healthy food choices.</li> <li>To supervise the children whilst eating and when they have finished their breakfasts.</li> <li>To ensure the general welfare of pupils during breakfast club time</li> <li>To accompany pupils to their classrooms in time for registration at 8.30am</li> <li>Work as a good team with the other Breakfast Club Supervisor in attendance.</li> <li>To liaise with the Out of School Care manager regarding Breakfast Club</li> <li>To provide quality childcare and support to the users of the Sidcot Out of School Service.</li> </ul>



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	<ul style="list-style-type: none"><li>• To work within the legal framework, and Sidcot Schools own policies and procedures.</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>• To undertake training as required by the role to ensure that the service operates within statutory requirements but also for professional development. (See also skills and competences)</li></ul>

**You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**



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<b>Person Specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Recognised Qualification in Childcare/Play work (level 2 or above)</li> <li>• Willingness to undertake appropriate training.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Recognised Qualification in Childcare/ Play work Level 3 or above</li> <li>• Paediatric First Aid Qualification</li> <li>• Level 2 Food Hygiene and Safety for Catering</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working with children</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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	in a Junior School setting		
<b>Skills, abilities and competencies</b>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to work co-operatively within a team and maintain good relationships</li> <li>• Ability to work flexibly</li> <li>• Ability to create ideas and use initiative</li> <li>• Supportive to staff, pupils and parents</li> <li>• Practical and resourceful</li> <li>• Great communicator</li> <li>• Ability to relate positively to children, staff and parents.</li> <li>• Enthusiasm and a sense of humour.</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of children's developmental stages</li> <li>• Know how to contribute towards the</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum and EYFS requirements</li> <li>• Knowledge of the Quaker Values of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<p>high standards of care and education for all children whilst at breakfast club</p> <ul style="list-style-type: none"> <li>• Know how to encourage, through positive example, the need for good relationships in everyday life and maintain a calm working environment</li> <li>• Understand the importance of acknowledging, valuing and respecting each pupil's personality, home background, culture and religious faith</li> </ul>		
<p><b>Attitude and Behaviours</b></p>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Supportive of the Quaker ethos and</li> </ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Strong commitment to whole school and school life in general</li> <li>• Maintain open lines of communication with parents and work towards a partnership, supporting both pupils and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<p>principles</p> <ul style="list-style-type: none"><li>• Emotional resilience in working with challenging behaviours</li><li>• Positive attitude to use of authority and maintaining discipline</li><li>• Empathetic and considerate</li><li>• Flexible and adaptable, with good organisational skills</li><li>• Able communicator</li><li>• Able to cope under pressure</li><li>• Able to work co-operatively with colleagues in fulfilling the aims of the school and maintain high standards of professional behaviour</li></ul>		
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