



## Northumberland Church of England Academy Trust

### **JOB DESCRIPTION**

**JOB TITLE:** Breakfast Club Supervisor  
**SCHOOL/SECTOR:**  
**SALARY:** Band 1  
**RESPONSIBLE TO:**  
**WORKING PATTERN:** Monday to Friday, early mornings.

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### **PURPOSE OF JOB:**

The purpose of this role is under the direction of the Assistant Principal, Behaviour and Engagement, or other nominated person, to ensure the safety, welfare and good conduct of students during the breakfast club period.

### **EMPLOYMENT DUTIES:**

Individually or as part of a team, Include but are not restricted to:

1. To help prepare the Breakfast Club room by setting out a suitable range of activities and furniture to engage the students when they arrive.
2. To maintain a Breakfast Club register of names of children including details of the time each child arrived.
3. To assist with the serving of a variety of breakfast food and drinks cereals, juice, toast and other provisions.
4. To supervise the safety of students and ensure their wellbeing at all times.

5. To interact with the students by joining in play and activities and engaging them in general discussion.
6. To evaluate the children's daily programme and routine and ensure that all necessary matters are communicated to the Primary Leader.
7. To ensure the provision of a high quality environment appropriate to the needs of students from differing cultures and religious backgrounds and at all stages of development.
8. To comply with Health and Safety Regulations and maintain a high standard of cleanliness and hygiene.
9. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Post Title: Breakfast Club Supervisor (Secondary)</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>● Some experience in a similar environment.</li> <li>● Experience of working with children in a school setting.</li> </ul>	✓	✓
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Ability to follow straightforward oral and written instructions and to keep basic work records.</li> <li>● Physical skills related to the work.</li> <li>● Ability to organise self and others.</li> <li>● Continuous standing and walking.</li> <li>● Ability to supervise multiple children at once.</li> <li>● A commitment to providing a quality service.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● Basic Food Safety and Hygiene</li> </ul>	✓	
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	✓	