

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Breakfast Club Co-Ordinator

Reports to: Headteacher

Department: Families, Children & Learning

Section: Hove Junior School

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

Purpose of the Job

To ensure the smooth running of the Breakfast Club, co-ordinating the work of the Breakfast Club Assistants and participating in all activities as one of the team.

To be responsible for the supervision of children at the Breakfast Club to ensure that each child has an enjoyable, safe and relaxed start to the day and eats a healthy breakfast before school begins.

Principal Accountabilities

- To provide high quality care and a range of activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- To book staff, arrange cover for absent staff, and to delegate work to the Breakfast Club Assistants ensuring that all administrative records are completed to a suitable standard and important information is shared and passed on appropriately.

- To plan healthy meals for each day and purchase food shopping for the club from the local supermarket, ensuring that the food shop reflects the National Guidelines for Healthy Eating.
- To liaise with parents /carers when they drop off their child, take and pass on messages to other staff, and to use this contact time to make opportunities to develop a rapport.
- To register children on arrival, take payment for the session, keep a suitable record of the money received and be responsible for the money until it can be handed to the school office.
- To prepare and serve a healthy breakfast for children attending the Breakfast Club, encouraging good nutrition, posture, eating habits and healthy eating.
- To deliver activities which encourage imagination, independence and social skills and that recognise that children need a calm environment at the start of the day.
- To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.
- To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy and child protection procedures; where necessary to report difficulties to the line manager.
- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures and recording relevant information in the child's individual file.
- To have knowledge of individual pupils special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.

- To tidy up after the club, packing away all equipment including tables and chairs, and cleaning up any spillages or rubbish in order to leave the school hall ready for general use.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

Post Title: Breakfast Club Co-ordinator

Department: Families, Children & Learning

Section: Hove Junior School

Essential Criteria

**Job Related
Education,
Qualifications and
Knowledge**

- NVQ Level 3 in relevant childcare qualification
- Excellent understanding of the needs of young children
- Knowledge of relevant legislation and guidance including Children Act 1989, National Day Care Standards, Foundation Stage Curriculum
- Knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)
- Knowledge of child protection issues and procedures
- Knowledge of equalities issues and implementation and development of equalities practices

Experience

- At least two years' experience in early years settings /play environments of providing care and education to children from a wide range of backgrounds, including those with special educational needs

Skills and Abilities

- Ability to communicate with and listen to a wide range of people
- Ability to observe and assess children's development
- Possess a warm and positive approach to children
- Ability to develop good working relationships with parents and other service providers
- Ability and flexibility to cope with changing needs and demands
- Ability to plan and organise activities
- Ability to supervise large groups of children
- Ability to delegate tasks and to co-ordinate the

Equalities

- work of other staff
- Ability to undertake basic administrative duties
e.g. completing records of attendance / incident records
- Ability to work to time constraints
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.