

Breakfast Club Manager

Job Description

Key Purpose and Level of the Role

- To manage the Breakfast club staff, assisting all staff to provide a caring and secure environment in the extended service
- Manage the Breakfast club and develop and organize appropriate ranges of leisure activities for the pupils
- To supervise pupils and foster good working relationships with them, their families and staff

This role is graded at St Christopher's Pay Scale grade 4

Line Management

1. Direct Line Manager: Headteacher or Senior Teacher in the absence of the Headteacher
2. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has line management responsibility for the Breakfast club team. This will include liaison and representation of the team with other members of staff and at meetings, holding regular team meetings and induction, development, training and mentoring of the team members. This will also include managing the activity, support, appraisals and disciplinaries of named individuals.

Where reference is given to 'pupils', this may include those with special/additional needs. The role promotes the inclusion and acceptance of all pupils, ensuring all have equal opportunities.

Key Roles and Responsibilities

Management

- Develop and regularly review relevant policies for the service and ensure they are adhered to
- To manage the preparation required for an inspection of the service e.g. Ofsted and action any recommendations that may result
- Ensure pupil registers and accounts are maintained and payment information provided for the upkeep of accurate financial records
- Financial responsibility for budgets. Debt management may be required, supported by the Trust finance team
- Market the club to increase numbers and revenue, within premises and staffing ratios, ensuring the sustainability of the service

Environment

- To manage creating a safe, welcoming and inclusive environment for all children
- Encourage good table manners and eating habits among pupils, encouraging healthy eating in their choice of meals/snacks
- To be reliable and punctual, maintaining staffing ratios at all times
- To be professional and a good role model to the pupils and other staff members, at all times
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the Breakfast club
- Deal with accidents or spillages (including body fluids) ensuring these do not cause a safety hazard to others
- Ensure the facilities are left clean and tidy
- To conduct risk assessments where necessary, to control or eliminate risk

Activities

- To manage the provision of safe, creative and appropriate play opportunities including organising the activity programme, preparing activities and setting out resources
- Play with pupils as well as help them with positive play, encouraging cooperation and creativity, modelling and initiating where required

- To consult with the pupils and involve them in the planning of activities, ensuring they are enjoyable and meet the needs of all age ranges present
- To reflect on practice and daily routines, tailoring them to meet the individual needs of each child

Pupil Wellbeing

- To manage the welfare of all children at the Breakfast club, following systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any safeguarding concerns immediately in line with academy procedures and systems
- To communicate effectively, sharing information, participating in meetings, inductions and 1-2-1s
- To manage special/restricted dietary needs
- To manage the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Implement and support the school’s behaviour policies, ensure pupils comply with the school’s behaviour policies, and report serious misdemeanours to senior staff
- Assist pupils with resolving conflict
- Maintain confidentiality in relation to all pupil information received and report problems/issues and significant matters with regard to pupil’s play and behaviour to a relevant teacher or senior member of staff immediately

General

- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- Adhere to the Health & Safety policy, including administering First Aid if appropriate, or seeking assistance from a nominated first aider
- To manage resources, including food and drink are ordered and available on time

General Support

- Be aware of and comply with policies and procedures of St Christopher’s C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our other academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

Acceptance of this Job Description

On behalf of St Christopher’s C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: