

Job description – Breakfast Club Supervisor

The City of Edinburgh Council

Children & Families Department

Job Description

Section : Primary Schools

Post : Breakfast Club Supervisor

Responsible to : Head Teacher

PURPOSE OF JOB

The provision, development and supervision of school Breakfast Club provision.

MAJOR TASKS

To provide a healthy breakfast

To care and provide for pupils wellbeing and safety

To support school attendance and learning

JOB ACTIVITIES

To shop/provide for breakfast foods and resources

To prepare and serve breakfast

To ensure management of receipts

To ensure that the breakfast area is returned to good order

To provide a warm and caring environment

To encourage a healthy breakfast

To maintain health and safety, and good order among pupils

To undertake activities which promote and support attendance and time-keeping

To provide activities which promote and support learning and social development

To liaise as appropriate with the Head Teacher and Business Manager and other appropriate staff

RESPONSIBLE FOR

Breakfast Club Assistant(s)

DECISIONS MADE IN COURSE OF JOB

Decisions regarding the:

Reporting of incidents regarding health and safety or general behaviour to the Head Teacher

Layout and organisation of Breakfast Club provision

Appropriate resources

SUPERVISION RECEIVED

Supervision as agreed with Head Teacher.

CONTACTS

Regular: School pupils and staff

Occasional: Parents
Visiting staff
Shops and suppliers

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED

General education of a standard to enable to the post holder to communicate effectively with staff and pupils.

EXPERIENCE REQUIRED

Previous experience and understanding of the needs of children

Ability to respond effectively to the general welfare needs of pupils

TRAINING

Willingness to undertake the basic training which will be provided.