

## **Job description – Breakfast Club Supervisor**

# **The City of Edinburgh Council**

## **Children & Families Department**

### **Job Description**

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**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 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.