

SPRINGHILL CATHOLIC PRIMARY SCHOOL

*We strive to achieve excellence in all that we do
as we follow the Gospel values of Jesus Christ.*



Together, we will do our best for Jesus.

BREAKFAST CLUB MANAGER

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION: Breakfast Club Manager

MAIN PURPOSE OF THE JOB

To lead and manage the safe, effective, and engaging delivery of the school's breakfast club, providing high-quality childcare in a welcoming environment that supports pupils' wellbeing, readiness to learn, and social development.

Duties and responsibilities

Leadership & Management

- Oversee the day-to-day running of the breakfast club.
- Supervise and support breakfast club staff.
- Lead by example in maintaining a positive, inclusive environment.
- Oversee the appraisal process for breakfast club staff and monitor training/CPD requirements.

Safeguarding & Welfare

- Ensure the safety and wellbeing of all pupils at all times.
- Follow school safeguarding, child protection, and health & safety policies.
- Record and report any concerns in line with safeguarding procedures.
- Maintain accurate attendance records and contact information.
- Ensure appropriate hand over procedures to school staff are in place and followed by all club staff.

Programme Delivery

- Provide a structured yet flexible routine for pupils.
- Organise suitable morning activities (e.g. quiet play, reading, games) and ensure all club staff are aware of the timetable and their responsibilities.
- Promote positive behaviour in line with the school behaviour policy.

Food Provision

- Prepare and serve healthy breakfast options in line with school/food standards.
- Ensure food hygiene regulations are followed at all times.
- Manage food stock, ordering, checking/receiving orders and storage.
- Ensure 'safe eating' procedures are followed (including ensuring at least 1 paediatric first aider is overseeing breakfast).

Communication

- Build positive relationships with pupils, parents, and staff.
- Liaise with teaching staff to support pupils' needs.
- Respond to parent queries professionally.

Administration

- Maintain registers and records of attendance.
- Support booking systems and ensure accurate pupil data.
- Assist with reporting to school leadership if required.

Health, Safety & Hygiene

- Ensure a clean, safe environment at the start and end of each session.
- Carry out risk assessments where necessary.
- Ensure equipment is safe and appropriately stored.
- Respond calmly and appropriately to accidents and incidents, completing necessary forms.

Professional development

- Participate in required training including:
 - safeguarding
 - first aid
 - food hygiene
 - behaviour management
 - SEND awareness
- Reflect on practice and contribute to continuous improvement in line with OFSTED expectations.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Abide by the staff code of conduct

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification – Breakfast Club Manager

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	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	GCSE in English and Maths Food Hygiene certificate (or willingness to obtain) Safeguarding / Child protection training (or willingness to undertake) Paediatric First Aid (or willingness to obtain)	A relevant qualification in childcare and/or playwork
Experience	Experience of working with children Empathic to school's Catholic ethos Ability to communicate effectively with adults and children Warmth, care and sensitivity when dealing with children	Experience of leading or supervising staff Experience of working with children in a school setting Bring personal interests and enthusiasm to the school community
Personal qualities	Genuine enjoyment of working with primary-aged children. Understanding of safeguarding responsibilities (training provided). Ability to supervise groups safely and confidently. Warm, positive communication and behaviour-support skills. Reliability, enthusiasm and commitment to high standards of care. Willingness to undertake DBS checks and mandatory training. Punctual.	Experience in childcare, schools, youth work or playwork. Knowledge of OFSTED expectations for wraparound childcare.
Knowledge understanding and skills	Excellent organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Ability to work as part of a team and to be flexible in their approach to daily routines Active listening skills Knowledge of guidance and requirements around safeguarding children	Knowledge of how to adapt and deliver support to meet individual needs Experience of managing a small team