

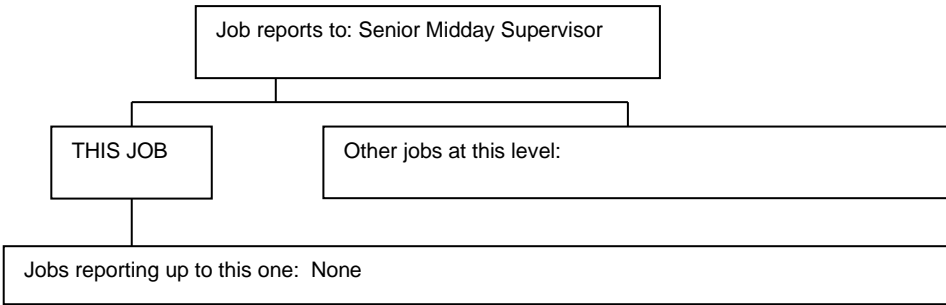


## JOB DESCRIPTION

**Form  
JD1**

<b>JOB TITLE:</b> Breakfast Club Supervisory Assistant		<b>POST NUMBER:</b>	
<b>REPORTS TO</b> (Job Title):		Senior Midday Supervisor (SMSA) or assigned member of staff	
<b>DEPARTMENT:</b> Schools		<b>GRADE:</b> 2	
<b>JE REF:</b>		<b>PANEL DATE:</b>	April 2025
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>		
	Help serve a nutritious breakfast to pupils, ensuring a positive and calm environment in the dining room, while supervising and managing pupil behaviour during the breakfast club to promote a safe and respectful atmosphere.		
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>		
	i.	To check that the dining room is ready for breakfast service and welcoming for pupils.	
	ii.	Organise pupils entrance to the breakfast club and transition to classrooms, ensuring good behaviour and a calm environment, and addressing any incidents of bullying or inappropriate behaviour by intervening or reporting to the Headteacher or Senior Midday Supervisor as needed.	
	iii.	Maintain records/registers of pupils attending the club.	
	iv	Serve breakfast items to pupils, ensuring that food and drinks are handled according to hygiene standards and that pupils with special dietary requirements are catered correctly.	
	v	Ensure Breakfast Club equipment and areas are cleaned and securely stored at the end of the session.	
	vi	Ensure that children follow breakfast club rules and tidy/clear up in a satisfactory manner, where appropriate reporting any inappropriate or persistent behaviour to SMSA or teacher.	
	vii	Supervision and control of the entrance/exits during breakfast club to ensure children do not leave without permission/authorisation.	
	viii	Supervise and control pupils: during breakfast and free play time.	
	ix	Direct/accompany children to respective classrooms, supervise their behaviour, ensure safety, provide emotional support, and prevent bullying. Encourage socialising, monitor friendships, participate in games where appropriate, and discourage dangerous activities.	
	x	Dealing with unacceptable or challenging behaviour under the direction of guidelines in operation at the school.	

	xi	Deal with minor first aid incidents under the schools procedures.
	xii	Reporting any damage of equipment to the Senior Midday Supervisor.
	xiii	To meet and greet pupils attending the breakfast club and engage with parent/carers as appropriate.
		To provide brief verbal reports on any issues that need following up or referring to teaching staff.
		Be aware of cultural differences between pupils, dealing with any incidents in accordance with agreed procedures.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	No staff responsibilities but the post holder is required to supervise, control and report pupils' behaviour.	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b>	
	Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties.	
<b>5.</b>	<b>CONTACTS &amp; RELATIONSHIPS</b>	
	<ul style="list-style-type: none"> <li>• <b>Internal</b> Interacts with pupils (supporting them or maintaining discipline), teaching staff, caretaker (reporting incidents and providing information). When dealing with pupils, it may be necessary for the post holder to vary their style and approach to suit individual circumstances. Contact is always face to face.</li> <li>• <b>External</b> Parents/Carers.</li> </ul>	
<b>6.</b>	<b>DECISIONS – discretion &amp; consequences</b>	
	Majority of decisions require judgement and assessment of situation to decide on the best course of action.	
<b>7.</b>	<b>RESOURCES – financial &amp; equipment</b> <i>(Not budget, and not including desktop equipment.)</i>	
	<u>Description</u>	<u>Value</u>
	Varies in individual schools, may include play equipment etc.	

<p><b>8.</b></p>	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b> Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties. Deadlines are predictable. Effective and efficient organisation to guide pupils through the dining process in a short period of time. There is a need for the post holder to have good levels of concentration and remain focused as situations may develop at any point.</p> <p><b>Physical demands</b> Physical demands due to the nature of the post.</p> <p><b>Working conditions</b> Inside</p> <p><b>Work context</b> Occasionally subjected to bad language and aggressive behaviour. Work within the schools Safeguarding, Health &amp; Safety, Manual Handling, data protection and food safety procedures, attending training as required.</p>
<p><b>9.</b></p>	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>The post holder needs to have:</p> <ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• A caring attitude</li> <li>• Tact and sensitivity</li> <li>• Observational skills</li> <li>• An approachable style</li> <li>• Thorough knowledge of the school's policies, procedures and protocols</li> <li>• Ability to work effectively as part of a team and to apply given instructions</li> <li>• Ability to react calmly and quickly in an emergency.</li> </ul>
<p><b>10.</b></p>	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A[Job reports to: Senior Midday Supervisor] --- B[THIS JOB]     A --- C[Other jobs at this level:]     B --- D[Jobs reporting up to this one: None]   </pre>