

SOUTH GLOUCESTERSHIRE COUNCIL

DEPARTMENT FOR CHILDREN AND YOUNG PEOPLE: SCHOOLS

JOB DESCRIPTION

JOB TITLE: Breakfast Club Coordinator

GRADE: H11

1. JOB PURPOSE

- To be responsible to the Headteacher for the operation of the breakfast club to ensure its continued smooth and effective running.
- Under the general direction of the Head Teacher and Governors, to be responsible for providing a safe and stimulating childcare environment for children.
- To have responsibility for the day to day running of the setting, working to maintain childcare standards which meet those of the National Care Standards Act, to liaise with parents, carers and other setting users.

2. MAIN DUTIES

- a) To be responsible for the day to day care, safety and welfare of children whilst in the childcare setting, only reporting major or crisis issues to the Head Teacher.
- b) To be aware of Child Protection Procedures, to understand the necessary protocols and to communicate these effectively to staff.
- c) To set in place and maintain systems for the accurate recording of children's details, the, payment of fees, and other activities to enhance the smooth running of the setting and in line with the Guidance provided by the LA.
- d) To devise and deliver a programme of activities for children appropriate to the age and individual needs of children
- e) To liaise with parents on operational and organisational issues and on matters of payment.
- f) To assist the Head Teacher and Governors to ensure that the setting is effectively resourced
- g) To recommend purchases to the Head Teacher and Governors that will enrich the childcare environment.
- h) To be responsible for any other activities considered to be commensurate with the role and responsibilities of the post.

- i) The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.
- j) The post holder will be responsible for setting up of the venue each day.
- k) Assist with the serving of breakfast as appropriate.
- l) Help to create a welcoming and supportive environment for the members of the club.
- m) Be responsible for the management of the behaviour of members of the club.
- n) The Post Holder will be responsible for tidying of the venue after use and ensure the secure storage of resources and equipment used.
- o) To be responsible for taking the register and any monies required

3. DIMENSIONS

Schools are encouraged under the Education Act 2002 to enable community facilities such as childcare to operate on or close to school sites. This post forms part of the Extended Schools Initiative and the post holder will work under the direction of the Head Teacher/Governing Body. The Breakfast Club Coordinator will have day to day responsibility for the running of the childcare setting whilst the overall budgetary management will be held by the Head Teacher.

4. JOB CONTEXT

The post holder will work under the general direction of the Head Teacher/Governing Body who will take the lead on the strategic direction of the childcare setting, its philosophy and its vision. A close relationship with the Head Teacher will be required particularly on those issues which impact on school life.

The post holder will involve extensive liaison with parents/carers, particularly those who use the childcare facility, staff of the school and others who can play a part in securing a quality childcare environment for children.

5. SUPERVISION AND WORK PLANNING

The Breakfast Club Coordinator will work under the direction of the Headteacher & Senior Management Team.

6. PROBLEMS AND DECISIONS

The Breakfast Club Coordinator will be required to manage day to day issues of a practical or routine nature, using sound judgement and problem solving skills to contribute to effective decision making.

It is anticipated that issues, which fall outside this scope, would be taken to the Headteacher.

7. CONTACTS

Governors/Head Teacher

Children
Parents/Carers
Staff of the School
LA
Ofsted

8. KNOWLEDGE, EXPERIENCE AND TRAINING

The post holder will be expected to have a good standard of general education, normally evidenced by 3 or more GCSEs (including Mathematics and English) at Grade C or above or other equivalents OR have significant experience in a childcare setting in a school, nursery or similar environment with evidence of in-service training and development.

In addition, the post holder would need to be able to demonstrate that they have the knowledge, experience and ability to do the job and satisfy an enhanced disclosure with the Criminal Records Bureau. Knowledge of Child Protection Procedures is essential to this post and a qualification in First Aid would be desirable.

The post holder should:-

- be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- contribute to the overall ethos/work/aims of the school.

9. PHYSICAL EFFORT AND/OR STRAIN

Working with children is demanding and requires stamina and resourcefulness. This post will require some physical effort, such as moving furniture.

10. WORKING ENVIRONMENT

The working environment will be part of the school premises or accommodation selected by the school for childcare purposes. The Breakfast Club Coordinator has a duty of care to staff and children to ensure that the environment secures the safety of all users and that any threat to their wellbeing is reported to the Head/Governing Body at the earliest opportunity.

11. EQUIPMENT

The use of equipment is not a key feature of this post.

12. GENERAL

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

Duties may vary from time to time without changing the character of the post or the level of responsibility.

13. SPECIAL NOTES OR CONDITIONS

The post holder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bind overs or no case to answer) must be declared'.

'The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy'.