



Droxford Junior School
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Headteacher: Matthew Dampier

Breakfast Club Supervisor

Job Description

To supervise all aspects of the club, such as planning and delivering activities, meal provisions and planning as well as being responsible for the club budget, all while creating a happy, welcoming and stimulating environment considering the individual needs of the children.

Responsibilities

- Prepare and organise appropriate play opportunities for each morning
- Manage daily attendance registers and complete all relevant administration, communicating effectively with parents, carers and school staff at all times
- Understand and ensure the club operates to Ofsted and the school's policies and procedures including Health and Safety, Safeguarding, Data Protection and Food Hygiene
- Promote positive Behaviour Management, Diversity and Inclusion ensuring the needs of our SEN children are met
- Work within an agreed budget to order food, resources and equipment appropriately
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Record and inform parents of any incidents or accidents relating to their children.
- To ensure the cleanliness and tidiness of all areas used by the club both inside and out.
- The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time

Skills and experience:

- Creative ideas to produce a range of recreational and physical past-time activities
- Excellent communication/organisational skills and ability to use IT systems (email)

Desirable Requirements:

- Management experience in a childcare setting
- Relevant childcare experience with an understanding of equal opportunities and special educational needs
- Level 3 qualification in childcare
- Valid First Aid qualification or willing to undertake qualification

Hours of work:

- The Breakfast club is open Hampshire schools term time only, working 38 weeks a year.
- Breakfast sessions are Monday to Friday 7:30am – 8:45am to cover