

Person Specification

Job Description

DIRECTORATE:	Education and Family Support
DEPARTMENT:	Catering Services
POST:	Breakfast club supervisor
GRADE OF POST:	GRADE 1
RESPONSIBLE TO:	CATERING AREA SUPERVISOR

JOB PURPOSE:

To supervise pupils that attend the Breakfast Club session until the start of the school day.

To support the catering team with the operation of a safe, efficient and effective service for the school.

Ensuring compliance with current Health and Safety, and Food Safety and Hygiene legislation.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

Key Tasks :

- Assisting in the lay out of tables & chairs and cleaning them at the end of the breakfast session.
- Registration of pupils attending the session daily and keeping of accurate records.
- Maintaining discipline.
- Supervising eating and play activities.
- Cleaning, washing and storing of play activities, cutlery and crockery at end of session.
- Sweeping, spot mopping and ensure that the dining room and kitchen is left suitable for school and cook by the time stipulated as end of session.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

*This post requires a criminal records check through the Disclosure & Barring Service (DBS)

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • A good standard of education and ability to demonstrate competence through experience. • Level 2 award in Food safety is desirable but not essential (training will be given.) • First aid certificate is desirable (training will be given) 	<p>Yes</p>	<p>Application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a school environment. • Knowledge of health and safety. • Experience of with basic numerical accounting processes. 		<p>Interview, application form and selection process.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships and work as part of a team. • Ability to communicate clearly and effectively. • Ability to demonstrate good organisational skills. • High level of work attendance and punctuality. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>