



Archibald First School
Breakfast Club Leader Job Description

Post Title	Breakfast Club Leader A4703
Evaluation	387 Points Grade: N4
Responsible to	Head Teacher
Responsible for	Breakfast Club Assistants
Job Purpose	Ensure the effective operation of the Breakfast Club provision overseeing all aspects of the facility's operation on a day-to-day basis.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Advise, support and assist the Head Teacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.
- 2 Supervise the work of the Breakfast Club Assistant(s).
- 3 Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
- 4 Respond to the practical needs of children where there is an identified special educational need.
- 5 Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- 6 Assist in the control of income and expenditure for the Breakfast Club ensuring relevant records are maintained.
- 7 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.

- 8 To promote and implement the school's Equality Policy in all aspects of employment and service delivery.
- 9 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with as a named Designated Safeguarding Lead.

September 2021

