



## **BREAKFAST CLUB LEADER**

**SALARY:** £12 TO £14 per  
hour, DEPENDING ON  
EXPERIENCE

**MONDAY – FRIDAY, 7.15 AM  
– 8.15AM, TERM TIME ONLY**

**TO START:** JANUARY 2019

## BREAKFAST CLUB LEADER

St Michael's Prep School is a co-educational day school with 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Would you like the opportunity to be involved in settling and making a difference to children as they start their school day? Are you an organised and creative individual who enjoys working with children? Then please consider the opportunity to lead the breakfast club facility at St Michael's.

You will, if numbers require, lead a small team offering breakfast and care at school to children from Reception to Year 8. The role will be varied and the possibilities many...

This role could be combined with one of our other vacancies.

You will be responsible for the smooth day-to-day running of the facility, under the guidance of the Senior Leadership Team. You will be expected to plan and organise age-appropriate activities that engage the children. You will have responsibility for the safeguarding and welfare of the pupils in your care. You will be meticulous with paperwork and confident in dealing with parents.

To apply, please send a covering letter together with a completed non-teacher application form (downloadable from our website) to Kim d'Albertanson at [recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk).

**APPLICATION DEADLINE:** Monday 10<sup>th</sup> December 2018

**INTERVIEW DATE:** 17<sup>th</sup> December 2018

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service



**JOB DESCRIPTION**

**RESPONSIBLE TO:**

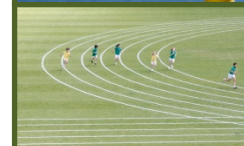
- The Senior Leadership Team
- The Deputy Heads
- The Head
- Governing Body

**JOB PURPOSE**

- To further develop and oversee the provision of high quality breakfast and pre-school care within the school setting, ensuring the smooth day-to-day running of the service and offering support and care to children and their families.
- To work with and support staff in all aspects of the service to ensure effective delivery, which meets the identified needs of users.

**KEY RESPONSIBILITIES**

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families.
- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
- Ensure that all aspects of regulation and guidance are met.
- Ensure that all staff know, understand and fully implement the policies and procedures of the setting.
- Take the lead role in the safeguarding of children at the breakfast club.
- Work with regard to equal opportunities and ensure quality of access to the service.
- Hold regular team meetings.
- Support staff induction.
- Work with parents and other professionals to ensure appropriate care and support for individual children.
- Ensure the health, safety and wellbeing of children attending the service through the application of risk assessment, fire drills and health and safety procedures. Record and report as appropriate.
- Maintain accurate child records, registration and attendance information.
- Participate in ongoing training and development.
- Be aware of issues of confidentiality.
- Ensure a positive ethos within the service and employ positive behaviour management strategies as appropriate.
- Ensure effective communication.



- Develop and maintain a range of resources appropriate to children's ages and stages of development.
- Ensure all aspects of food hygiene are delivered by the staff.

**OTHER DUTIES**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



## PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- able to motivate staff
- good at making decisions
- able to implement and monitor policies
- a qualified Early Years Practitioner (NVQ Level 3)

### Our breakfast club leader needs to have:

- a warm and encouraging manner
- a secure understanding of progression within the National Curriculum
- energy
- commitment
- patience
- a love of learning, challenge and personal development
- an enhanced disclosure via the DBS (which the school would facilitate)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a sense of humour

### It is desirable for our breakfast club leader to have:

- Level 1 Safeguarding Training
- Level 1 Food Hygiene Qualification
- Paediatric First Aid Certificate