Job Description

Job Title: Breakfast and Midday Supervisor

Location: Heygreen Primary School

Hours: 17.5 hours per week (7:45am - 9:15am and 11:00am - 1:00pm, Monday to Friday)

Main Purpose of the Role:

To ensure a safe, welcoming, and well-organized environment for all attending children during the morning Breakfast Club and the midday lunch break, promoting positive behavior, inclusivity, and welfare at all times.

Key Responsibilities – Breakfast Club (7:45am - 9:15am):

- **Administration:** Manage daily attendance registers accurately.
- **Food Preparation:** Prepare and serve nutritious breakfast items (such as toast and cereal) in strict accordance with school food hygiene standards.
- **Activity Coordination:** Set up and oversee engaging morning play and craft activities.
- **Environment & Behavior:** Actively monitor the environment to manage behavior positively and promote inclusive play among all age groups.
- **Transitions:** Ensure smooth, timely, and safe transitions by escorting children to their respective classrooms at the start of the school day.

Key Responsibilities – Midday Supervision (11:00am - 1:00pm):

- **Hygiene & Preparation:** Clean and prepare the pupil bathrooms prior to the lunch service.
- **Dining Hall Supervision:** Supervise children while they eat, actively assisting younger pupils with cutting food or opening packaging.
- **Cleanliness:** Maintain clean and hygienic dining spaces throughout the lunch period by wiping tables and promptly clearing up spills.

- **Outdoor Play Management:** Actively manage outdoor play areas, organize safe and inclusive games, and encourage participation.
- **Behavior & Welfare:** Manage pupil behavior in line with Heygreen Primary School's behavior policies.
- **First Aid & Safeguarding:** Administer basic first aid for minor accidents and injuries. Promptly report any incidents, accidents, or safeguarding concerns to the relevant senior staff or Designated Safeguarding Lead (DSL).

Person Specification

Criteria	Essential	Desirable	How Assessed
Qualifications & Training	• Basic literacy and numeracy skills • Willingness to participate in safeguarding and behavior training	• Valid Paediatric First Aid certificate • Food Hygiene/ Safety certification	Application / Interview

Experience	• Experience working with primary-aged children (e.g., as a parent, volunteer, or professional) • Experience managing groups of children and organizing activities	• Previous experience in a school environment • Experience working in a catering or food-service setting	Application / Interview
Knowledge & Skills	• Ability to manage children's behavior positively and effectively • Understanding of basic health, safety, and hygiene standards • Strong communication skills for interacting with children and staff	• Understanding of school safeguarding policies and reporting procedures	Interview / Reference

	• Ability to administer basic first aid (or willingness to train)		
Personal Qualities	• Approachable, patient, and empathetic demeanor • Ability to remain calm under pressure or during minor emergencies • Reliable and punctual (essential for the 7:45am start) • Willingness to undertake cleaning duties (bathrooms, dining hall)		

	• Commitment to inclusive play and equal opportunities	