**BREAKFAST CLUB MANAGER**

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| **Line Manager:** | Bursar |
| **Accountable to:** | Head Teacher |
| **Base:** | Balcombe C E Primary School |
| **Hours of work:** | 7.15 to 8.45 am Monday to Thursday |
| **Pay Scale:** | W04 Grade Point 14  |
| **Term of Contract:** | Temporary, term time only |
| **Salary:** | £17,681 pro rata |

**Purpose of the Post:**

* To lead a small team of colleagues in the management and day to day operation and organisation of The Breakfast Club.
* To ensure all children attending the breakfast club (including those who have individual needs or are vulnerable) start their day at Balcombe in a calm and positive manner.
* To develop a partnership with parents and establish a welcoming environment.

**RESPONSIBILITIES**

1. To work alongside the Headteacher in the production of policies and any other relevant documentation and ensure all staff adhere to these.
2. To provide a secure, safe and stimulating environment for the children.
3. To ensure the breakfast club area is appropriately resourced and maintained to a high standard.
4. To plan menus, order and purchase provisions within the allocated budget.
5. To prepare the children’s breakfast and clear away afterwards, encouraging the full involvement of pupils, as appropriate.
6. To liaise with parents ensuring that they are kept fully informed about their child’s start and subsequent progress whilst they attend the breakfast club.
7. To be well aware of the children’s personal, social and emotional needs and to respond to these appropriately, encouraging independence.
8. To discuss individual children’s issues and development with the Headteacher and other members of staff as appropriate and to take any necessary action.
9. To attend courses to ensure continuing professional development and to keep abreast of key developments that affects the breakfast club.
10. Any other duties as may be reasonably required to reflect changing needs and circumstances within the breakfast club.