



THE LEA PRIMARY SCHOOL & NURSERY

Breakfast Club Lead

Main Purpose

- To lead and oversee the day-to-day running of the school's Breakfast Club, providing a safe, welcoming and stimulating environment for pupils before the start of the school day.
- The Breakfast Club Lead will ensure that children are appropriately supervised, supported and cared for, whilst promoting positive behaviour, healthy choices and good relationships. The postholder will work closely with school staff to ensure that the Breakfast Club operates effectively and in accordance with the school's policies and safeguarding procedures.

Key Responsibilities

Leadership and Organisation

- Take responsibility for the effective day-to-day operation of the Breakfast Club.
- Arrive promptly and ensure that the club is prepared, safe and ready to receive pupils.
- Organise and supervise Breakfast Club staff and allocate duties as appropriate.
- Ensure appropriate staff-to-child supervision is maintained at all times.
- Maintain accurate registers, attendance records and other required documentation.
- Liaise with the Headteacher, senior leaders and relevant school staff regarding the operation of the club.
- Ensure the Breakfast Club runs efficiently and in accordance with school procedures.

Safeguarding and Child Welfare

- Promote and safeguard the welfare of all pupils attending the Breakfast Club.
- Follow the school's safeguarding and child protection procedures at all times.
- Report safeguarding concerns promptly to the Designated Safeguarding Lead (DSL) in accordance with school procedures.

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Headteacher: Mrs T Berry
Moorland Road, Harpenden AL5 4LE 





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- Ensure children are supervised appropriately and that the environment remains safe and secure.
- Be alert to changes in children's behaviour, wellbeing or circumstances and communicate concerns appropriately.
- Maintain confidentiality regarding pupils, families and school matters.

Care, Support and Behaviour

- Create a warm, inclusive and positive environment in which children feel safe and valued.
- Encourage respectful behaviour and positive relationships between pupils.
- Support children with their individual needs where appropriate.
- Manage behaviour calmly and consistently in line with the school's behaviour policy.
- Encourage children to develop independence, confidence and responsibility.
- Deal appropriately with minor accidents, illness or incidents and report these in accordance with school procedures.

Food and Health & Safety

- Organise and supervise the provision of breakfast and drinks.
- Promote healthy eating and appropriate food choices.
- Be aware of pupils' allergies, dietary requirements and medical needs and ensure relevant procedures are followed.
- Maintain high standards of hygiene and cleanliness within the Breakfast Club area.
- Follow the school's food hygiene, health and safety and risk assessment procedures.
- Ensure equipment and facilities are used safely and responsibly.
- Report hazards, accidents, incidents or maintenance issues promptly.

Activities and Pupil Engagement

- Provide suitable activities and opportunities for pupils before the start of the school day.

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- Encourage children to participate in age-appropriate games, reading, drawing, quiet activities and social interaction.
- Ensure activities are inclusive and accessible to all pupils.
- Support positive transitions as pupils move from Breakfast Club into the main school day.

General Responsibilities

- Attend relevant training and professional development as required.
- Work collaboratively with teachers, support staff, parents/carers and external professionals where appropriate.
- Follow all school policies and procedures.
- Promote equality, diversity and inclusion throughout the Breakfast Club.
- Maintain professional standards of conduct at all times.
- Undertake other reasonable duties appropriate to the role as directed by the Headteacher or designated manager.

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.

Working Environment

- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.

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