Breakfast Club Leader | Role description

Working pattern: 7.15am–8.45am, Monday to Friday, term time only (7.5 hours weekly). Permanent. Reporting to the Headteacher or delegated line manager. Additional classroom LSA hours are optional and agreed separately.

Key responsibilities

- Set up a welcoming environment ahead of pupils' arrival and follow agreed opening and closing procedures.
- Receive pupils safely, keep accurate attendance and contact records, and follow agreed arrangements for late arrivals or absences.
- Supervise children while they eat breakfast; follow relevant food hygiene, allergy and individual health-care procedures.
- Provide age-appropriate games and activities, supporting inclusion, positive behaviour and children's social and emotional wellbeing.
- Maintain appropriate supervision and respond promptly to incidents, accidents, first-aid needs and safeguarding concerns in line with school policy and training.
- Communicate courteously with families and pass relevant information to the appropriate school staff.
- Ensure children are handed over safely to class staff at the end of the session and the space is left tidy and secure.
- Complete relevant training and follow the club risk assessment, emergency procedures, safeguarding procedures and professional boundaries.

Person specification

Essential

- Experience of working with or caring for children of primary-school age.
- A calm, caring manner, reliability, punctuality and the ability to manage routines confidently.
- An understanding of safeguarding responsibilities, confidentiality and the importance of accurate records.
- Clear communication, teamwork and a commitment to inclusion and positive behaviour.

Desirable

- Experience in a school, breakfast club, childcare or wraparound care setting.
- Relevant first-aid, food hygiene or childcare training (or willingness to undertake training).
- Experience supporting pupils with SEND or additional medical needs.

Working arrangements

The club may be staffed by one adult only if a documented risk assessment supports this arrangement, considering pupil numbers and ages, individual needs, emergencies, first-aid cover, access to immediate assistance and appropriate staffing ratios. The school will review arrangements as required. The postholder will not be expected to operate outside agreed safe staffing procedures.

Any additional LSA work will be separately agreed, with hours, responsibilities and pay arrangements confirmed in advance. This is not a requirement of the Breakfast Club Leader post.

This description summarises the main duties and may be reviewed in consultation with the postholder. Duties must remain reasonable and consistent with the role and evaluated grade.