Job Description

Position Details

Position:	Breakfast Club Supervisor – Pupil
Directorate:	Neighbourhoods & Environment
Service:	Catering
Position no:	BGNEW
Grade:	2
Hours of work:	Various
Work style:	Service Based Worker – Various locations throughout Blaenau Gwent
DBS required:	Enhanced Disclosure with Child Barred List
Contact:	Amanda Baird 07814 645181 / Angela Meredith 07807 585117
Date:	June 2025

Politically Restricted? ☐ **Yes*** ☒ **No**

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Team Leader – Catering

Responsible for: The supervision of Breakfast Club pupils in primary education.

Principal Accountabilities

1. To work under the supervision of the Catering Department and to be responsible for the supervision of pupils prior to the start of the school day and during breakfast, including active supervision in the school premises.

2. To assist and carry out any instructions given in setting up and putting away Sico table units which is a 2-person operation. Serving breakfast, clearing away and wiping tables, cleaning spillages, sweeping floors and cleaning processes, observing all food hygiene and health & safety regulations.

3. To organise and supervise with other members of breakfast pupil supervisor staff, applying particular attention to pupils needs and safety.

4. To keep full and accurate entries and records in all books/forms, to make relevant returns to the Head Office in accordance with administrative procedures laid down by the Head of Service.

5. All staff must sign in and out of work in the Cooks Daily Logbook. Timesheets will be completed as required and passed to the Catering Department for processing.

6. To comply with hygiene regulations, under no circumstances must food or drink be consumed by staff whilst undertaking duties.

7. Due to the nature of Breakfast Club, the timing of annual leave is subject to special arrangements for employees; you are required to take leave during periods of school closure only and not during term time.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.

2. To positivity promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.

3. To demonstrate a commitment to ongoing personal development.

4. To adhere to data protection principles whilst undertaking your duties.

5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.

6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Food Safety Level 2	D	A
Experience		
Previous experience in a child supervision field	D	A
Knowledge / Skills		
Knowledge of kitchen hygiene and health & safety procedures	D	A
Personal Attributes		
Special Working Conditions / Requirements		
Commit to term time working hours	E	I

Minimum Welsh Language Skill Requirements (Indicated with a tick (✓) below)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	✓

For further information on the above please refer to the Welsh Language Skills Guidelines

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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