Breakfast Club Play Leader

Job Description

Job title	Breakfast Club Play Leader
Location	Eastbrook School – Primary Phase
Responsible to	Primary Headteacher or designated member of the Primary Leadership Team
Working hours	Monday–Friday, 7:15am–9:00am (8.75 hours per week)
Contract	One-year fixed-term, term time only
Start date	January 2027
Salary / Grade	Scale 3 Point 5 to Point 6 £30,408 - £30,843 FTE, hourly rate: £16.66 (Subject to Job evaluation confirmation)

Purpose of the Role

To support the delivery of *Blast Off! Breakfast Club*, providing a safe, welcoming and enjoyable environment where children from Reception to Year 6 can begin their school day positively.

Working collaboratively with other Breakfast Club staff, the postholder will plan and lead a varied programme of engaging, age-appropriate play activities that encourage participation, creativity, friendships and confidence.

The role includes responsibility for the supervision, safety and wellbeing of pupils, maintaining accurate attendance records, communicating with parents and colleagues, and ensuring the smooth day-to-day operation of the provision in accordance with school policies and procedures.

Main Duties and Responsibilities

1. Leading Activities and Play

- Plan, organise and lead a varied programme of engaging, age-appropriate activities, including games, arts and crafts, creative and physical play.
- Create a warm, friendly, calm and inclusive environment where children feel welcome, supported and ready for the school day.

- Actively engage with pupils, encouraging participation, positive relationships, independence and the development of social skills.
- Provide a balance of structured activities and opportunities for independent play, adapting activities to suit different ages, interests and individual needs.
- Encourage positive behaviour, cooperation and respect for others in line with school expectations.
- Prepare and organise activity areas, equipment and resources, ensuring they are safe, suitable and ready for use.

2. Welfare, Wellbeing and Supervision of Pupils

- Ensure the effective supervision, safety and wellbeing of all children attending the provision.
- Welcome and support children on arrival, helping them settle and responding appropriately to their individual needs.
- Supervise pupils during breakfast, liaising with the school catering team who are responsible for food preparation and provision.
- Be aware of pupils' medical, dietary and allergy requirements, following individual care plans and school procedures.
- Follow school first aid, medical and emergency procedures, including the appropriate treatment, recording and reporting of accidents, injuries and incidents, in accordance with training received.
- Recognise and promptly report safeguarding or welfare concerns in accordance with school policies and procedures.
- Support positive behaviour and children's emotional wellbeing, responding calmly and appropriately to any difficulties.
- Ensure that pupils are accounted for and safely handed over to their class teachers or designated staff at the start of the school day.

3. Record Keeping and Administration

- Set up and prepare the breakfast club environment, activities and equipment each morning, ensuring that all areas are cleared, cleaned and left tidy and ready for school use at the end of each session.
- Maintain equipment and resources in a safe and organised condition, undertaking regular stock checks and keeping accurate and up-to-date records of resources and supplies

- Identify and request new or replacement equipment, materials and resources, following school ordering and procurement procedures and working within the allocated budget.
- Maintain accurate daily attendance registers, checking attendance against booking information provided by the school office.
- Identify and promptly communicate attendance discrepancies, booking amendments or relevant changes to the school office.
- Ensure that relevant pupil information, including emergency contacts, medical needs, allergies and dietary requirements, is accessible and kept up to date through agreed school systems.
- Complete and maintain required records relating to incidents, accidents, behaviour and pupil welfare, following school procedures.
- Maintain the organisation, cleanliness and safe storage of equipment, resources and the breakfast club environment.
- Follow school procedures for confidentiality, data protection and the appropriate handling of pupil information.

The school office is responsible for the administration of bookings and payments.

4. Communication and Teamwork

- Develop positive and professional relationships with pupils, parents, carers and school colleagues.
- Communicate appropriately with parents and carers regarding their child's attendance, wellbeing and experience at breakfast club, referring concerns where necessary.
- Liaise with the school office regarding attendance, bookings, amendments and relevant pupil information.
- Work closely with catering staff, class teachers and other school colleagues to support the smooth operation of the provision.
- Share relevant information about pupils' wellbeing, behaviour or additional needs with appropriate school staff.
- Work collaboratively with other Breakfast Club staff, sharing responsibilities and contributing ideas to develop and improve the provision.
- Report any operational concerns, resource requirements or issues requiring management attention.

5. General Professional Responsibilities

- Demonstrate a friendly, caring, enthusiastic and professional approach, acting as a positive role model for pupils.
- Be reliable, punctual, organised and able to use initiative and sound judgement.
- Promote the school's values, equality, inclusion and positive behaviour expectations.
- Follow all relevant school policies and procedures, including safeguarding, health and safety, behaviour, SEND, confidentiality and data protection.
- Maintain appropriate professional boundaries and uphold high standards of conduct.
- Complete required induction and ongoing training, including safeguarding, paediatric first aid and food allergy awareness.
- Contribute positively to the school community and the continuous improvement of the breakfast club.
- Undertake other reasonable duties appropriate to the role and grade, within contracted working hours.

Safeguarding

Eastbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment, follow the school's safeguarding policies and procedures, and report concerns promptly to the Designated Safeguarding Lead.

Additional Information

This job description outlines the main responsibilities of the post and may be reviewed, following appropriate consultation, to reflect the needs of the school and the development of the provision.

Person Specification Breakfast Club Play Leader

1. Qualifications and Training

Criteria	Essential / Desirable
A good standard of literacy and numeracy, sufficient to maintain records and communicate effectively.	Essential
Willingness to undertake relevant training, including safeguarding, paediatric first aid, food allergy awareness and health and safety.	Essential
Relevant qualification in childcare, playwork, education or a related field.	Desirable
Current paediatric first aid qualification or relevant safeguarding training.	Desirable

2. Experience

Criteria	Essential / Desirable
Experience of engaging positively with children, either in a paid, voluntary or other appropriate setting.	Essential
Experience working with primary-aged children, including in a school, childcare, playwork or breakfast/after-school club setting.	Desirable
Experience planning or leading play, games, creative or group activities for children.	Desirable
Experience supporting children with SEND or additional needs.	Desirable

3. Knowledge and Skills

Criteria	Essential / Desirable
Ability to plan, organise and deliver a variety of engaging and age-appropriate play activities.	Essential
Ability to create a calm, welcoming, inclusive and enjoyable environment for children.	Essential
Ability to supervise children effectively, recognise potential risks and respond appropriately to their needs.	Essential
Understanding of the importance of safeguarding, pupil welfare, confidentiality and professional boundaries.	Essential

Ability to promote positive behaviour and build supportive relationships with children of different ages and abilities.	Essential
Good communication and interpersonal skills, with the ability to engage positively with pupils, parents, carers and colleagues.	Essential
Good organisational skills, including the ability to maintain accurate registers, records and stock information.	Essential
Ability to follow school policies and procedures, including those relating to medical needs, allergies, first aid and health and safety.	Essential
Ability to work collaboratively as part of a team, while using initiative and sound judgement when required.	Essential
Basic IT skills and confidence using electronic systems to record and communicate information.	Desirable

4. Personal Qualities and Attributes

Criteria	**Essential / Desirable**
Friendly, approachable, caring and enthusiastic, with a genuine enjoyment of working with children.	Essential
Patient, nurturing and understanding, with the ability to respond calmly and positively to children's individual needs.	Essential
Creative, energetic and willing to actively participate in games, play and activities.	Essential
Reliable, punctual and committed to maintaining high standards of attendance and professionalism.	Essential
Adaptable, flexible and able to respond positively to changing situations and the needs of the provision.	Essential
Positive and proactive, with a willingness to contribute ideas and support the development of the breakfast club.	Essential
Commitment to equality, diversity, inclusion and the school's values and ethos.	Essential
Willingness to undertake all aspects of the role, including setting up activities, maintaining resources, record keeping and clearing away.	Essential

5. Additional Requirements

- Ability to work the required hours, Monday to Friday, 7:15am–9:00am, during school term time.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to complete required induction and ongoing professional development.
- Ability to meet the school's safer recruitment and pre-employment checking requirements, including an enhanced DBS check and children's barred list check where applicable.

Eastbrook School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate safer recruitment procedures and pre-employment checks.