

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Breakfast Club Co-ordinator**JEM Number:**
01-202**GRADE:****REPORTS TO:**
Headteacher**1. PURPOSE OF JOB:**
To organise and run the school breakfast club.**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

i. Ensuring the delivery of a light breakfast and providing appropriate creative play and learning opportunities in a safe and caring environment.

ii. Providing full day care for the children until school time.

iii. Carrying out day to day administration, record keeping, ordering and purchasing of food, materials and equipment.

iv. Being responsible for day to day cash transactions.

v. Working within an agreed budget.

vi. Administering first aid as appropriate.

vii. Maintaining close liaison with parents.

viii. Attending staff meetings as appropriate.

ix. Carrying out all responsibilities and activities within an equal opportunities framework.

x. To arrange and undertake staff training as required.

xi. Work within agreed school policies.

3. MANAGEMENT OF PEOPLE**SUPERVISION OF PEOPLE**

Supervision of breakfast supervisors and/or volunteers

4.	<p>CREATIVITY AND INNOVATION</p> <p>Create opportunities for play and activities. Approach to parents.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Pupils, parents, staff, volunteers and other visitors.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion</p> <p>Purchase of foods and equipment - Healthy Foods. Organisation of pupil activities.</p>
	<p>b) Consequences</p> <p>Pupil development - academic and social. Healthy eating</p>
7.	<p>RESOURCES</p> <p>Kitchen and breakfast club equipment e.g. crockery & cutlery. Play equipment.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Tasks may be interchanged but overall programme is not interrupted.</p>
	<p>b) Physical Demands</p> <p>Carrying and lifting.</p>
	<p>c) Working Conditions</p> <p>Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise. Work can also be out of doors if weather permits.</p>
	<p>d) Work Context</p> <p>Potential risk to well being through management of pupil behaviour and postholder may be exposed to aggression from children. Health and Safety in kitchen.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • Food preparation and hygiene skills • Nutritional knowledge • Comprehensive understanding of child development • Good communication skills

	<ul style="list-style-type: none"> • The ability to relate to all stakeholders 		
10.	GENERAL		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Breakfast Club Co-ordinator	JEM Reference No. 01-202
Directorate Schools	Evaluation Date 25/9/08
Service LCC Generic - Cross Function	

FACTORS:	LEVEL	POINTS
Management of People	2(up to five)	28
Dispersal		
Creativity and Innovation	3	52
Contacts and Relationships	2	38
Decisions Discretion	2	36
Consequences	2	24
Resources	1	10
Work Environment Work Demands	1	8
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills	2	80
TOTAL POINTS		316
GRADE		Grade 4

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project