



## Breakfast Club Supervisor

# Candidate Information Pack 2021/2022

**Learning Today: Leading tomorrow**

# Our School

## Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins OBE

Headteacher



# Job Description: Breakfast Club Supervisor

**Purpose:** To run the school's breakfast provision each morning, providing students and staff with the opportunity to start the day with a healthy breakfast and promoting the school's values of communication, achievement, respect and empathy.

**Responsible to:** AHT for Inclusion/Operations Manager

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children. Please see our Child Protection Policy;
3. To supervise students whilst in the school canteen;
4. To organise the morning refreshments for staff and students and help to promote healthy eating;
5. To organise the prefects and be sure they understand basic food hygiene requirements as well as health and safety procedures ensuring their safety when using the kitchen equipment;
6. To keep a register of attendees and help to promote the Breakfast Club by communicating with students, parents and staff;
7. To implement the school's safeguarding and health & safety procedures and ensure all incidents and accidents are reported and investigated according to school procedure;
8. To ensure students and prefects leave the canteen in a tidy condition, and supervise the tidying of the service area at the end of the breakfast period;
9. To monitor and keep control of the stock, placing orders in a timely manner and making sure that deliveries are stored correctly upon arrival to the school;
10. To undertake basic food hygiene training and implement the correct processes and procedures to ensure hygiene standards are high;
11. To liaise closely with Assistant Head Teacher for Inclusion.
12. Work as part of a team to fully support the life and work of the school;
13. To undertake first aid training.

**Health and Safety** - Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices. There may occasions when attendance in school will also be required in addition to the above hours.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

## Person Specification:

Qualifications	Essential	Desirable	How measured
GCSE/A Levels or equivalent		✓	Application
Skills & Experience			
To have experience working with young people	✓		Application, references and interview

To be confident and knowledgeable in basic food handling	✓		Application, references and interview
Confidence to communicate effectively, clearly and accurately	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
To be prepared to undertake first aid training	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
<b>Qualities</b>			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
To have an understanding of the benefits of an extended school provision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview