­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

­­­­­­­

**OXFORDSHIRE COUNTY COUNCIL**

#### Fritwell Church of England

**Primary School**

East Street,

Fritwell,

Oxfordshire,

OX27 7PX



**Headteacher:**

Mr Jonathan Hart  
Telephone: 01869 345283

Fax: 01869 345241

[email: office.3065@](mailto:email:%20office.3065@)fritwell.oxon.sch.uk

Children at Fritwell Church of England School are confident and inspired. They achieve personal success and show love and respect for all.

**Breakfast Club Leader Job Description**

**Duties**This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Responsibilities**

* To provide a simple breakfast (toast or cereal) for children booked into Breakfast Club
* To care for the children in a responsive manner
* To establish stable and consistent relationships with individual children and their parents/carers

**Key Tasks**

* To promote the setting’s vision and values throughout the provision and practice
* To understand and work to the setting’s policies and procedures e.g child protection, health and safety, confidentiality
* To meet the needs of the children
* To work as a member of a team
* To respect and respond to individual’s rights and their family and community backgrounds
* To promote equality of opportunity and inclusive practice
* To help keep resources and the environment tidy

**Standards and quality assurance**

* Support the aims and ethos of the school and consistently follow all school policies
* To always talk positively in front of staff and other stakeholders about decisions
* To always talk positively about pupils and their families
* Set a good example in terms of dress, punctuality and attendance and follow the school dress code
* Attend team, staff meetings and INSET when required
* Be proactive in matters relating to health and safety