



CAMBERWELL AFTER SCHOOL PROJECT

JOB DESCRIPTION

- JOB TITLE:** Early Morning Breakfast and School Drop Off Manager.
- JOB SUMMARY:** Responsible for the management of staff and children at the Breakfast Club, to ensure that each child has an enjoyable, safe, and relaxed start to the day and provided with a healthy breakfast before taken to school.
- To organise the breakfast staff team to provide high quality childcare before school and on travel to the schools, ensuring that the children are safely take to school on time.
- RESPONSIBLE TO:** Operation Manager
- RESPONSIBLE FOR:** The supervision of Staffs, Volunteers, Trainees, Students
- HOURS:** 12 hours per week (start time 7.30am)
- SALARY:** £13.50 per hour Term time only (£7,225.00 per annual inclusive of holiday pay)

JOB CONTEXT

Camberwell After School Project (CASP) provides an integrated childcare services to children from age 2 to 11 years, operating in Camberwell in the borough of Southwark.

The centre is open 5 days per week Monday to Friday from 7.45am – 6.30pm 49 weeks per year and provides the following services: Early Morning Breakfast and School drop off service, Early Years Pre-school Nursery, After School Collection and Holiday Playscheme.

Staff must be enthusiastic about working with children and to put they interest at the centre of their work and to be able to work with a variety of professional disciplines.

PURPOSE OF THE JOB:

Your role is crucial in ensuring a smooth start to the day for both children and parents. You'll be responsible for managing the Breakfast and School drop-off service.

Key holder responsibility including opening the building each morning for the breakfast service.

Responsible for the operation and development of the breakfast and school drop off service to ensure its' continuity and effective running.

To ensure children attending the service has an enjoyable, safe, and relaxed start to the day and have a healthy breakfast before they are taken to school safely and on time.

Responsible for supervising and managing a small team of up to 2 playworkers.

Provide support, assistance, guidance, and examples of good working practices to work colleagues.



Responsible for the safety and wellbeing of the children in attendance and ensure they travel to school safely and punctually is utmost importance.

Provide and serve a healthy breakfast for children attending the Breakfast Club and prepare a weekly menu.

Attend senior management team meetings to share ideas and suggestions for activities, events, and feedback on service delivery.

Organise regular meetings with your core team to discuss any issues and plan activities.

Maintain accurate records relating to the children's attendance at the project, such as register, daily diary, accident/incident book etc. and report all accidents or incidents to the operation manager.

Principal Accountabilities

To provide high quality care and a range of play activities for children in a secure, safe, and calm environment.

Responsible for the supervision of children and young people to ensure the safe use of equipment and facility without endangering themselves or other users.

Responsible for managing petty cash, purchasing, and preparing a healthy breakfast for the children in line with Food Hygiene requirements and provide a healthy and balanced diet considering children's dietary and cultural requirements. Wash and clear away after each session.

Maintain completion of all relevant paperwork including fridge temperature control, kitchen checklist, food temperature records and petty cash receipts / records.

To liaise with parents/carers, when occasionally necessary, as they drop off their children.

To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy procedures, where necessary to report difficulties to your line manager.

To administer First Aid to injured children, in accordance with CASP's first aid procedures.

To have knowledge of each child's special needs and dietary requirements (e.g., food allergies) to ensure that they receive appropriate support during the session.

To set up activities at the beginning of the session, tidy up and pack away all equipment used, including tables and chairs.

Clean up any spillages or rubbish, leaving the playroom and kitchen clean and tidy for all other service.

Uphold CASP's Health and Safety requirements, Safeguarding procedures, Data protection and Confidentiality policy and Code of Practice.

Work closely and cooperatively with the nursery manager to ensure a good transition of services at the end of each session.



Comply with the guidelines as set out in the organisation's code of practice and staff handbook.

Always carry out your managerial duties with full regard, awareness and understanding of the organisation's Equal Opportunities and Diversity Policy.

Ensure good standards of hygiene and cleanliness are maintained at all times.

Organise and purchase materials and resources for the breakfast service as required.

Assist with raising funds for the service.

To complete tasks within a reasonable timescale.

Teamwork

Organising in a suitable rota so that a minimum of two staff are always on duty during opening times.

To demonstrate good interpersonal skills, be self-motivated and able to work on own initiative.

Camberwell After School Project reserves the right to update this job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

STANDARDS OF CONDUCT

CASP always expects the highest standards of conduct from its employees. Staffs are expected to promote a high public profile and customer care image on behalf of the organisation. To carry out duties with integrity and in accordance with the code of conduct for employees.

ADDITIONAL DUTIES

The post holder from time to time may be asked to undertake other responsible tasks appropriate to their skills, experience and knowledge as required by the organisation. In addition to the duties outline above, the post holder will be expected to:

Maybe required to transfer temporarily to other roles or to undertake a range of other tasks at short notice and at any time as may be required due to the needs of the service.

EQUALITIES

Be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

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

SAFEGUARDING:

Maintain high standards of hygiene.



Ensure that safeguarding procedures are followed at all times.
Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Ensure that the indoor and the outdoor area is always safe, and the health and safety policy is implemented.

PHYSICAL EFFORT

There is a requirement, subject to appropriate training, to lift and move equipment such as tables and chairs.

To be physically fit to lift and move play equipment, tables, and chairs.

WORKING ENVIRONMENT

The playroom area is shared with the nursery.

There is a need, from time to time, to wipe up blood and other bodily fluids.

Corporate image: always adopt and project a professional image.

Confidentiality; maintain absolute confidentiality regarding the organisation's information and procedures.

Operationally, to promote and comply with all CASP's employment policies and work to agreed quality assurance standards.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the rehabilitation of offenders' act 1974.

An enhanced disclosure will be sought through the criminal records bureau as part of Camberwell After School Project (CASP) pre- employment checks.

Please note that additional information referring to the barring and disclosure service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

SUPERVISION

The jobholder is managed by the operation manager.

The jobholder is responsible for the supervision of the Early morning breakfast services, staff, students, and volunteers.

****the duties and responsibilities listed above describe the post as it is present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**



PERSON SPECIFICATION

JOB TITLE: Early Morning Breakfast and School Drop Off Manager.

Criteria	Essentials	Desirable
Knowledge and Experience		
Knowledge of relevant procedures and associated legislation (e.g., health and safety, first aid, food hygiene)	✓	
Demonstrable experience of providing care for children aged 4 – 11 years	✓	
Knowledge of child protection issues and procedures	✓	
Knowledge of equalities issues and implementation and development of equalities practices		✓
Good understanding of the needs of young children	✓	
Good knowledge of IT with Excel and words	✓	
Qualification		
NVQ/ Cache diploma in childcare level 3 or another recognised equal equivalent	✓	
Skills and abilities		
Ability to work to time constraints.	✓	
To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with CASP's Diversity and Equalities Policy.	✓	
Ability to manage staff.	✓	
Ability to develop good working relationships with parents and other service providers.	✓	
Good time keeping and reliable.	✓	
Ability and flexibility to cope with changing needs and demands.	✓	
Ability to organise activities and engage with children.	✓	
Ability to communicate positively with and listen to a wide range of people.	✓	
Possess a warm and positive approach to children.	✓	
Key holder responsibility to open building in the morning	✓	