



## **Regeneration and Community Services**

<b>Post Title</b>	Breakfast Club Supervisor – Pupil x2		
<b>Post Number</b>	BG15439/BG14987	<b>Grade</b>	2
<b>Base</b>	Glyncoed Primary School, Ebbw Vale	<b>Hours</b>	5 hours per week, 38 weeks per year
<b>Car User Allowance</b>	None	<b>Disclosure</b>	Enhanced
<b>Contact</b>	Angela Meredith 07814 645181	<b>Updated</b>	March 2024
<b>Politically restricted</b>	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes *</b>		

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

### **Principal Job Purpose**

**Responsible to:** To Team Leader Catering

**Responsible for:** The supervision of Breakfast Club pupils in primary education

### **Principal Accountabilities**

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To work under the supervision of the Catering Department and to be responsible for the supervision of pupils prior to the start of the school day and during breakfast, including active supervision in the school premises.
4. To assist and carry out any instructions given, in setting up and putting away Sico Meyrick tables, this is a 2-person operation. Serving breakfast, clearing away and wiping tables, cleaning spillages, sweeping floors and cleaning processes observing all food hygiene and health and safety regulations.
5. To organise and supervise with other members of breakfast pupil supervisor staff, applying particular attention to pupil needs and safety.

6. To keep full and accurate entries and records in all books/forms, to make relevant returns to Head Office in accordance with administrative procedures laid down by the Head of Service.
7. All staff must sign in and out of work in the Cooks Daily Logbook. Timesheets will be completed as required and passed to the Catering Department for processing.
8. To comply with Hygiene regulations under no circumstances must food or drink be consumed by staff whilst undertaking their duties.
9. Due to the nature of Breakfast Club the timing of annual leave is subject to special arrangements for employees: you are required to take leave during periods of school closure only and not during term time.
10. To comply with Hygiene and Health and Safety procedures.
11. To undertake any training considered necessary for the post.
12. To observe any requirements outlined by Blaenau Gwent Caterings quality procedures.
13. To observe Health and Safety regulations.

## Person Specification – Non Managerial

### 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Food Safety Level 2	Desirable	✓			
<b>Other experience</b>					
Previous experience in a child supervision field	Desirable	✓			
<b>Knowledge/Skills</b>					
Knowledge of kitchen hygiene and health and safety procedures	Desirable	✓			

### 2. Welsh Language Requirements (please select one of the following)

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

### 3. Special Requirements

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period

#### 4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓