



Breakfast Club Assistant - September 2021

St Brendan's Catholic Primary School

Hours of work: 7.45am-8.45am Monday – Friday (5 hours). This post is a permanent position.

Weeks per year: 38 weeks (term time only)

Pay: Grade B point 1-2 (£17,842 - £18,198 F.T.E)

Our Lady Immaculate Catholic Academies Trust is a large new Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – Thomas Becket in Northampton and St Thomas More in Bedford

St Brendan's Catholic Primary School is looking to appoint an Breakfast Club Assistant. The role of the Breakfast Club Assistant will be to support the Headteacher to plan and co-ordinate exciting play opportunities in our Breakfast Club for children aged 4-11. You must also be prepared to provide facilities that enable children to eat healthy breakfast before school and deliver high quality school care.

Main responsibilities:

- Take register of attendance
- Supervise the children to ensure a safe, happy and secure environment
- Make toys available and check that there is adequate space for study time
- Prepare and serve a range of breakfast items including drinks
- Help to set up and put away equipment used
- Adhere to the School's Health & Safety Policy and other relevant School Policies
- Liaise with parents as appropriate
- To respect confidentiality at all times
- To ensure that the school's safeguarding policy is understood and followed at all times
- To attend relevant training and meetings as required
- To act in accordance with any reasonable request made by the Headteacher

We can offer the successful applicant:

- Friendly staff and children with excellent behaviour who are eager to learn and develop their skills
- A caring and supportive team
- Positive relationships with parents, governors and parish
- Delightful children who ensure you leave with a smile each day

Further information about the school can be viewed on:

School website: www.stbrendansprimaryschool.co.uk

School social media: Facebook – search 'St Brendan's Catholic Primary School @STBCPS'

Candidate Pack: If you would like a candidate pack and application please email: Leanne.brydon@st-luke-at.co.uk or alternatively download a pack from the school website under the vacancies tab.

Completed Applications: All completed applications should be sent to Leanne.brydon@st-luke-at.co.uk

Closing Date: Applications to be received by Friday 17th September 2021 at 12.00pm

Interview Date: WB 20th September 2021

St Brendan's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.