



St Brendan's Catholic Primary School

'Always treat others as you would like them to treat you.'

Thank you for your interest in the position of Breakfast Club Assistant at St Brendan's Catholic Primary School.

This is an exciting time to be joining our school as we seek a highly committed and passionate individual to work as part of our lunchtime supervisors team. Our Catholic faith supports our ethos, vision and curriculum intent, which is underpinned by our Mission Statement, 'Always treat others as you would like them to treat you'.

St Brendan's Catholic Primary School is a 'Good' school (Ofsted, June 2018) that provides our pupils with a broad and balanced curriculum, where all subjects are valued. We have a strong focus on wellbeing and our curriculum foundation blocks underpins this in all we do. Our love of the Arts provides a vibrant environment to work in and ensures all children have the opportunity to explore the Arts for their own interests. Our unique curriculum equips our pupils with a breadth of knowledge and skills; delivered through consistent and progressive pedagogies. Our enrichment opportunities ensure that all our children love coming to school and make the most of every rich experience on offer.

Our school can offer the successful candidate the following;

- 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

We believe that St Brendan's provides an excellent education for our children and a stimulating environment for adults to work in. We look forward to finding the right applicant to join our innovative and creative team.

Thank you for your interest in our school and I wish you every success in your application.

Mrs Leanne Brydon
Headteacher



JOB DESCRIPTION

Job Title: Breakfast Club Assistant

Job Purpose:

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.

Duties:

- Take a 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 and 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

Knowledge, skills and Experience

- Experience of working with children
- A recognised First Aid qualification (training will be provided where necessary)
- A Food Hygiene qualification (training will be provided where necessary)

HOW TO APPLY

A candidate pack and application forms are available by contacting via email: Leanne.brydon@st-luke-at.co.uk or downloaded from the school's website under the vacancies tab.

Normally you would have the opportunity to arrange a school visit, however during the school holidays this is not possible. However, if you wish to speak with the Headteacher about the role this can be arranged by contacting them via the email above.

Further information about the school can be viewed on the school website: www.stbrendansprimaryschool.co.uk

Completed applications to be sent to Mrs Leanne Brydon, Headteacher at Leanne.brydon@st-luke-at.co.uk no later than 12 noon on Friday 17th September 2021.

Interview arrangements will be confirmed in due course.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our school.