



Job Type	Support Staff
Post Title	Breakfast Club Assistant: 1060
Vacancy Type	Part Time
Contract Type	Permanent
Hours per week	5 days a week, 7:45am – 9.00pm Mon-Fri plus 1 hour per week for administration (6.25 hours per week)
Weeks per year	Term Time Only
Requirements	<p>To assist our Breakfast Club Supervisor with the provision of providing this essential wrap around care for our parents and children at Southfield Primary School.</p> <p>It is necessary to be able to develop good relationships and to be able to communicate effectively with the children and other members of the team. The successful applicant must be friendly, calm and approachable. Experience of working with primary aged children, and a current first aid certificate are desirable but not essential.</p> <p>Visits to the club are welcome; please contact the school, on 01280 709792, to arrange a visit or for an application pack.</p>
Description	<p>To ensure the safety of the children who attend and to take part in the running of each session. You will be required to assist in setting out materials and equipment and putting them away again. Assist in the kitchen and ensure the children enjoy their breakfast.</p> <p>You will assist with supervising activities before and after breakfast ensuring that the children play safe at all times. You will also be responsible for ensuring that the children get to their classrooms safely at the correct time.</p> <p>We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS, medical clearance and two satisfactory references will be required as part of the short-listing process.</p>
Pay Scale	Grade A
Point range	6
Salary	£16,394 pro rata (FTE 37 hours) – Actual salary £2,308 The salary quoted is the full time equivalent, part time posts will be paid pro-rata.
Closing date	Friday 1 st February 2019
Anticipated interview date (W/C)	4 th February 2019
Anticipated Start date:	25 th February 2019 or asap (subject to a satisfactory DBS, two references and medical clearance)