



Birstall
Primary
Academy



Appointment Information Pack

Vacancy	Breakfast Club Assistant
Location	Birstall Primary Academy
Start date	ASAP
Closing date & time	Friday 7 th August 2026
Hours	2.5 hours per week TTO (Fixed Term – until Aug 26)
Salary	£1550
Interviews	Wednesday 12 th August 2026
Return application to	<i>via my new term</i>

Welcome from the Academy Principal

Birstall Primary Academy is a small school, right at the heart of the community and we pride ourselves on the rapid improvements that have been made in the last few years. We aim to give all children a well-rounded educational experience, full of quality learning opportunities and wider enrichment. Our children leave Birstall as resilient learners and good citizens who have achieved their very best during their time here and are fully ready for the next stage of their education. It is imperative to us that all of our children are happy and enjoy their learning and they are encouraged to develop a lively and enquiring mind. We want them to have the confidence and the skills to make their way in the world when they leave us.

Nadia Hannam - Principal

Information about the role

As part of our Breakfast Club team, you will help create a positive start to the school day by:

- Supervising children attending the breakfast club.
- Supporting children in social, play and enrichment activities.
- Assisting with the serving and clearing away of breakfast.
- Promoting positive behaviour and encouraging inclusion.
- Ensuring the safety, wellbeing and happiness of all pupils.
- Helping to create a welcoming environment where children feel ready to learn.

About You

We are looking for someone who:

- Enjoys working with children and supporting their development.
- Has a caring, patient and enthusiastic approach.
- Can work effectively as part of a team.
- Is reliable, punctual and organised.
- Understands the importance of safeguarding and child welfare.
- May have experience of working with or caring for primary-aged children, although this is not essential.

Could This Role Be For You?

This role may be particularly suitable for:

- Parents or carers looking for part-time work that fits around family commitments.
- Individuals interested in gaining experience in a school environment.
- Anyone who enjoys working with children and wants to make a positive difference to the school community.

Making an application

To apply for this post you need to:

1. Read this information pack and decide whether you have the skills and experience to meet the demands and requirements of the role.
2. Decide whether to visit the academy or contact the Principal for a conversation.
3. Complete the application form in full.
4. Complete knowledge and skills profile (part of the application form)– no longer than 2 sides of A4.

5. Complete the equal opportunity monitoring form.
6. Return your documents by the closing date and time.

Completion of application

The information requested on the application form is important in assessing your application. Please complete the form in full. CVs are not accepted as part of the application process. If you have a disability that prevents you from completing the application form, please contact us to discuss further.

Short listing

The decision to short list you for an interview will be based solely on the information you provide in your application. We will not make any assumptions about your experience, knowledge, skills and ability to do the job.

Academy details

Address	Chapel Lane, Birstall, WF17 9EJ
Telephone	01924 473016
Email	birstall@focus-trust.co.uk
Website	https://www.birstallprimaryacademy.co.uk/

Job description

Job Family	Before/After School Activity
Job Title	Breakfast Club Assistant
Grade	FT Grade 2 – SCP 5-8

Purpose of the role

To play and create activities for pupils before and/or after school. To support learning in play for all pupils.

Main Duties

Provide support during before and after school in a club environment

- To supervise and support pupils at play ensuring their safety and access to learning.
- To encourage pupils to interact with others and engage in play activities.
- To encourage pupils to act independently and develop independence, as appropriate.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To organise games for groups of children, skipping, ball games
- To organise creative activities for children and ensure appropriate resources are available
- To encourage children to learn new games and participate in them.
- To support the leader in managing pupil behaviour, reporting difficulties as appropriate.
- To implement the school's behaviour policy in a fair and consistent manner.
- To ensure appropriate and confidential records are in place and updated and maintained in line with school procedures.

The play environment

- To prepare play equipment ready for the correct times
- To encourage children to use equipment with respect and to return equipment
- To ensure that the Health and safety of children is observed at all times
- To be aware of potential risks
- To ensure children are appropriately dressed for the weather conditions
- During indoor play times ensure that activities are appropriate for the space being used.

Supervising snack times

- To supervise children at snack times
- To be aware of children on special diets or those with allergens and to ensure that these children eat the correct food
- To be aware of potential risks and take action to remove any risk
- To supervise the clearing of tables, stacking of plates and cutlery and tidying away any rubbish

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with Trust's procedures.

Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Experience		
Experience of working in a school environment	D	
Experience of using computer packages for recording and reporting appropriate information	E	App/SP
Experience of team working to work effectively with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper based systems	D	App/SP
Experience of working with or caring for children of primary age	E	App/SP
Skills and abilities		
Ability to listen and communicate effectively with colleagues and children. Being always polite and courteous.	E	App/SP
Ability to relate well to children and adults	E	App/SP
Ability to work constructively and effectively as part of a team	E	App/SP
Initiative to respond and make minor decisions as may be required	E	App/SP
Literacy and numeracy skills	E	App/SP
Ability to organise activities and play games with children which may involve some physical skill and ensuring all resources are available	E	App/SP
Able to use own judgement to solve straight forward problems	E	App/SP
Knowledge		
Basic knowledge of policies/codes of practice/legislation relevant to the protection of children	E	App/SP

Child protection		
Understands why safeguarding is important when working with children. Able to apply CP policies.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Willingness to gain a basic first aid certificate and any other training which is relevant to the role (as maybe required)	E	App
NVQ Level 2 in a relevant area; eg Early Years, Play work or childcare or willingness to work towards	E	App
Food Hygiene Level 2 qualification and allergen training or willingness to work towards	E	App
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Child centered	E	SP/Ref
Integrity – to be a role model and have a positive influence	E	SP/Ref
Self-motivated	E	SP/Ref
Enjoys challenge	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Self-awareness, knowledge of strengths and limitations	E	SP/Ref
Ability to remain calm and focused in a busy and demanding environment	E	SP/Ref
Caring disposition and the ability to tend to and comfort sick/hurt children in line with school policy and procedures.	E	SP/Ref
Reliable and understand the importance of good attendance.	E	SP/Ref
To be flexible and adaptable to the ever-changing needs of the school	E	SP/Ref
Able to remain calm and focused in a busy and demanding environment	E	SP/Ref

About our Academy

Academy vision

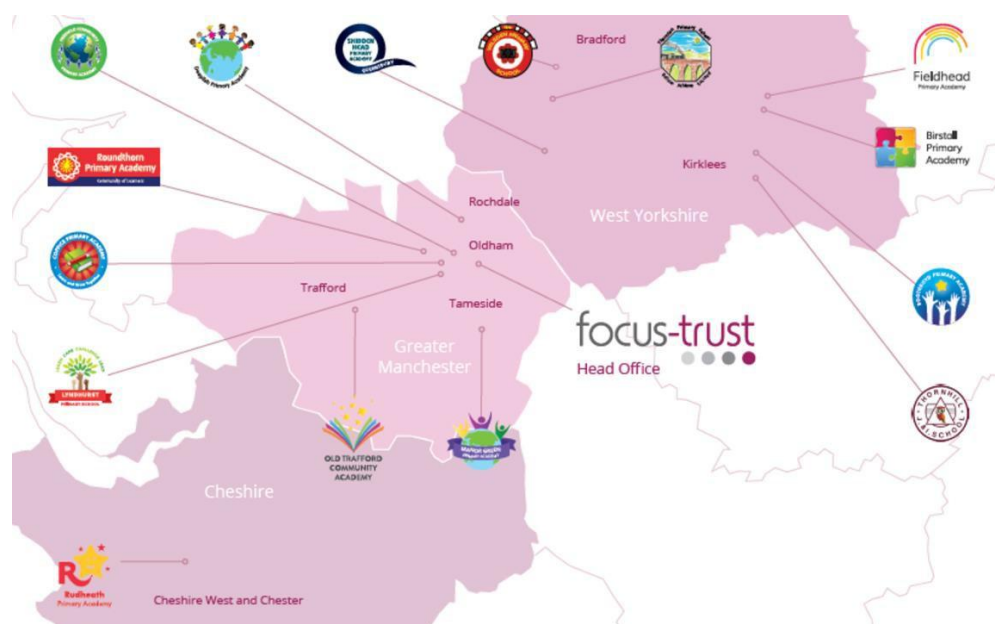
Our Commitment: To provide an education full of quality learning opportunities and wider enrichment.

At Birstall Primary Academy we work together as a community to create an exceptional place of learning where children develop lively, enquiring minds. We constantly strive to shape a safe and caring environment which enables our pupils to value themselves and others, and become responsible, successful citizens of the future.

Academy Quick Facts	
Type of school	Primary
Age range	3-11
Location/LA	Kirklees
Number of children	180
% FSM	31.3%
% SEN	21.9%
% EAL	18.9%

Background to the Trust

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Our Vision

'Great schools at the heart of our communities' - with our Community Champions and colleagues, we strive to ensure we are being civic leaders making a difference in the local and national communities and the community is supporting us.

Focus-Trust Mission

'Learning together, making the difference'

Collective Efficacy

We have a well-developed and securely embedded culture of Collective Efficacy. By this we mean we have, 'A shared commitment to work together on the things that matter to improve outcomes for all.'

The Focus-Trust Values

Professional honesty is at the heart of everything we do. The Trust knows the schools well because of the strong working partnership between academy leaders and the Trust Central Team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

Care for children, adults and the learning environment

Dare to do things differently and have a go

Be **fair**, honest and inclusive – demonstrating integrity

Share concerns, expertise and best practice for the benefit of all learners

Our Moral Purpose



OUR MORAL PURPOSE

Our moral purpose is to create a culture of integrity, empathy, civic responsibility, and respect, where all educators support all children to acquire academic skills and become responsible and compassionate people who contribute positively to their communities. Our moral purpose is determined by an innate sense of what is right and what is worthwhile. At Focus-Trust, our moral purpose binds our school communities together and guides our actions and decisions in a way that reflects our commitment to our values: care, dare, fair, and share.

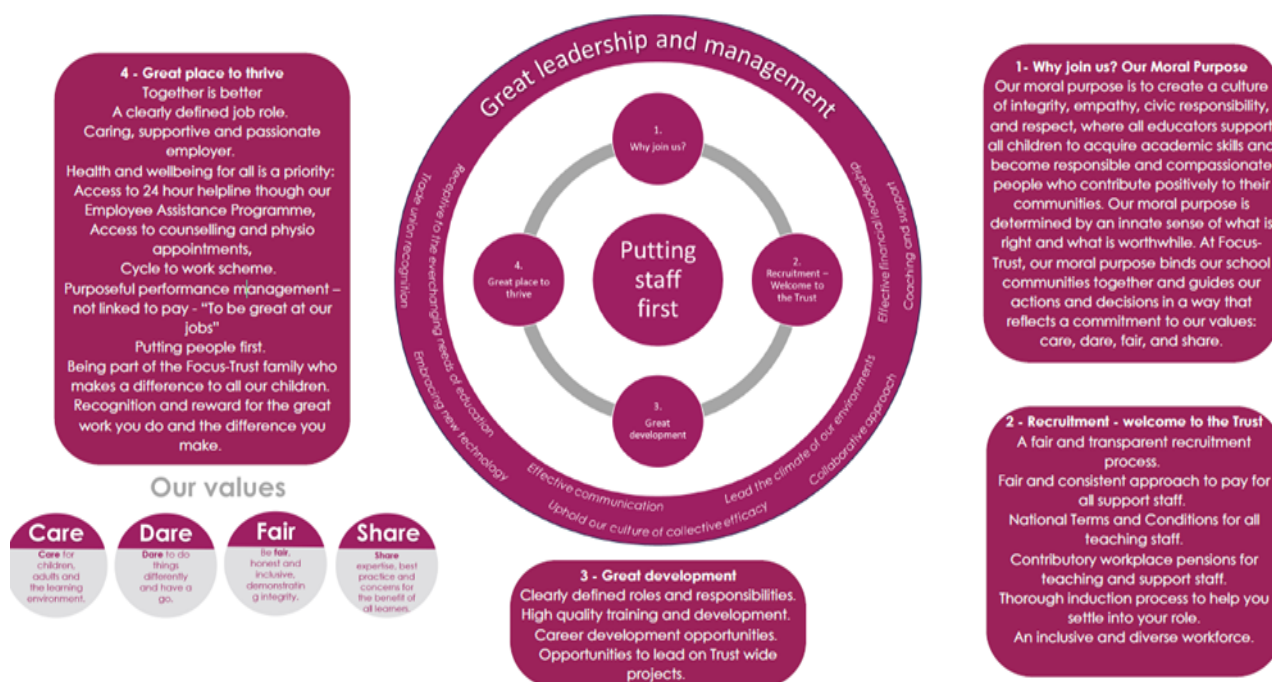
Care Dare Fair Share

Our People Strategy

focus-trust

A great place to work

Our people strategy - 2023-2026



Great schools at the heart of our communities

Learning together, making the difference

www.focus-trust.co.uk [Twitter](https://twitter.com/FocusTrust1) [Facebook](https://www.facebook.com/FocusTrust1) [Instagram](https://www.instagram.com/FocusTrust1)

What you might want to know about Focus Trust

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website www.focus-trust.co.uk and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted. This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact Natalie Harris if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Please return all completed documents to via mynewterm as per instructions

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.