

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## Breakfast Club Assistant Application Pack



Closing Date:  
Wednesday 6<sup>th</sup> May 2026 - midday

Interview Date:  
Monday 11<sup>th</sup> May 2026



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



# Welcome to St. Joseph's

At St Joseph's, part of the Blessed Edward Bamber Catholic Multi Academy Trust, we are committed to providing a nurturing, faith-filled environment where every child can grow academically, spiritually, and socially. As a Breakfast Club Assistant, you will play a vital role in ensuring that our children have a safe, welcoming, and positive start each morning.

We are looking for a caring, reliable, and enthusiastic individual to join our team. In this role, you will help to supervise and support our pupils, ensuring they have a smooth and enjoyable start to the school day while upholding our values of respect, kindness, and community. You will work alongside a dedicated team of staff who are passionate about creating a warm, inclusive environment for both children and staff.

The post available is for 5 hours per week, 7:45am – 8:45am, Monday to Friday. Starting as soon as possible, the post is offered on a permanent, term time only basis.

As part of the Blessed Edward Bamber Catholic Multi-Academy Trust, we offer opportunities for professional growth and development. While this role is a key part of our daily school life, there are also opportunities to learn and grow within the wider Trust community, including access to professional development resources through the National College and in-house training.

If you are looking to make a difference in the lives of young people and contribute to a positive school environment rooted in Catholic values, we would love to hear from you.

Mrs L Freeman  
Headteacher

**We look forward to receiving your application.**



**“Aspire not to have more, but to be more”**

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Breakfast Club Assistant at St Joseph's Catholic Primary School. St Joseph's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

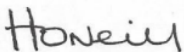
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

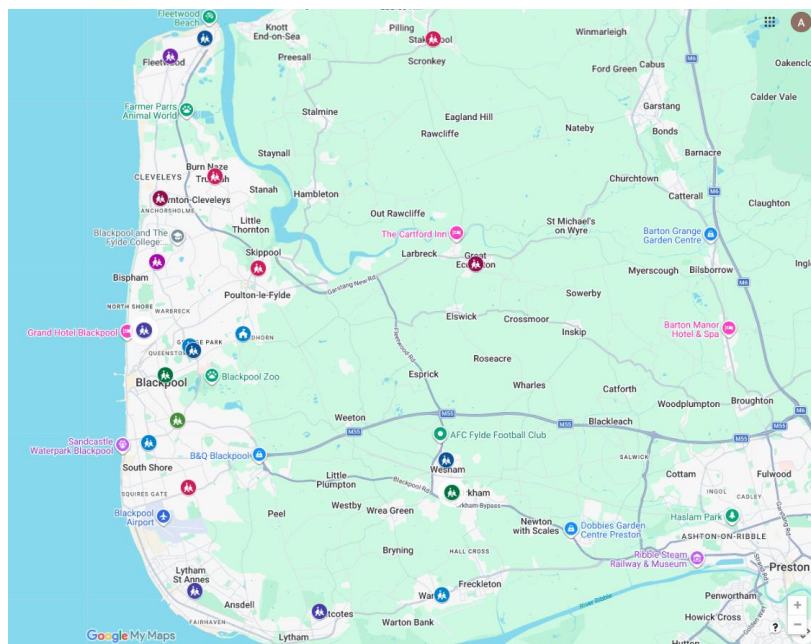
Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## **Prior to applying**

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01772 683009

or

Email - [bursar@st-josephs-kirkham.lancs.sch.uk](mailto:bursar@st-josephs-kirkham.lancs.sch.uk)

## **Application process**

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Joseph's-Catholic-Primary-School,-Medlar-With-Wesham/151087>

**Closing date for applications:** Wednesday 6<sup>th</sup> May 2026 - midday

**Interview date:** Monday 11<sup>th</sup> May 2026

## **Post Details:**

**Grade:** Lancashire pay Grade 3 – scale point range 3 to 4

**Salary:** £24,796.00 to £25,185.00 (pro-rata, pay award pending) paid with a Living Wage

**Supplement to pay the Foundation Living Wage of £13.45 per hour**

**Contract:** Permanent, Term Time only

**Hours:** 5 per week (7:45am to 8:45am, Monday to Friday)

**Required:** As soon as possible

# Job Description

## Out of School Club Assistant

### Job purpose: The main objectives to be achieved by the postholder

Under clear direction, to support the Club Manager to create high quality play opportunities within a safe and caring environment. To provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To assist the Club Manager in ensuring the EYFS requirements are met and to be involved in basic record keeping and supporting Club activities.

### Main activities: What the post holder will actually do / What prescribed duties the post holder will have

- To supervise and interact with children undertaking planned activities
- To support children in areas of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines
- To assist in the development of independent social skills
- To report a child's problems/achievements to the Club Manager/parents as necessary
- To assist the children in the proper use of specialist aids and equipment
- To assist in the supervision of integrated therapy for an individual/small group of children
- To accompany children on educational visits
- To administer basic/paediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc
- To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages
- To undertake photocopying and routine clerical duties
- To report child absence using the Club's procedures
- To communicate effectively with parents on a regular basis and report any information from parents as required
- To take care for their own and other people's health and safety
- To ensure confidentiality is maintained where appropriate
- To follow the safeguarding policies and procedures at all times

**Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**

**Lancashire pay Grade 3**

# Person Specification

Out of School Club Assistant	Essential (E) or Desirable (D)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Child Care qualification (or equivalent)</li> </ul>	D
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with or caring for children of relevant age</li> </ul>	D
<p><b>Knowledge/skills/abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to relate well to children</li> <li>• Ability to work as part of a team</li> <li>• Ability to organise resources</li> <li>• Good communication skills (oral and written)</li> <li>• Knowledge of the concept of confidentiality</li> <li>• Basic knowledge of First Aid</li> <li>• Ability to use relevant technology (e.g. video, photocopier)</li> <li>• Flexible attitude to work</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
<p><b>Other (including special requirements)</b></p> <ul style="list-style-type: none"> <li>• Commitment to undertake in –service development</li> <li>• Satisfactory attendance record/commitment to regular attendance at work</li> <li>• Commitment to safeguarding and protecting the welfare of children and young people.</li> <li>• Commitment to equality and diversity.</li> <li>• Commitment to health and safety.</li> <li>• Understanding and engagement with Keeping Children Safe in Education principles and guidance.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**