



APPLICATION PACK

Breakfast Club Assistant

Date: ASAP

Belonging – Respect – Independence





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- Submit your application by 3 pm on Friday 20th March 2026
- If you have any queries regarding the application process please contact our HR on 01484 226834
- Closing date for applications: 3 pm on Friday 20th March 2026
- Interviews: TBC



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Hillside Primary School, a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our journey, then we are keen to hear from you.

Hillside Primary School was inspected by Ofsted in November 2024 and we were described as a 'good school' where 'leaders aspire for pupils to learn well' and our 'pupils enjoy school'. We are focused on creating an inclusive school; 'pupils at Hillside Primary School appreciate cultural diversity'. At Hillside Primary School, we ensure that positive relationships are at the core of what we do each and every day underpinned by our core values of Belonging, Responsibility, Independence, Courage and Kindness. As educators, we know that our role is instrumental in inspiring our students to be the best they can be.

We are looking for a passionate, energetic

and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates who are driven by a strong sense of purpose and the genuine ambition to help the school drive standards and turn our vision into reality. If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you. If you wish to discuss any of the opportunities we have on offer, please contact us at dheywood@hillside.spacademies.org or call 01422 226834. Please also visit our website www.hillsideprimaryschool.co.uk to learn more about life at Hillside Primary School.

Yours sincerely,
Nazmunnisha Ismail
Principal

ABOUT HILLSIDE PRIMARY SCHOOL

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

“At our school, every child—regardless of background, starting point or circumstance—will thrive, achieve and feel empowered to shape their own future.”



Our core **values** of Belonging, Respect, Independence, Courage and Kindness underpin everything we do as a school, and we passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. We pride ourselves on a warm and friendly atmosphere, combined with the highest of expectations for all pupils.
2. We firmly believe in working in partnership with parents and carers to ensure all pupils succeed.
3. We are passionate about teaching and supporting children to make as much personal and academic progress as possible during their time at Hillside.
4. Hillside has a vibrant school community with staff and students from many diverse backgrounds and cultures.
5. Pupils work together, co-operate and communicate positively with others.
6. All pupils develop a love of learning and recognise and value themselves and their own unique skills and abilities.
7. Senior Leadership are visible and supportive; developing staff skills and expertise to create strong leaders in education.
8. Staff that work here find it very rewarding and have a sense of togetherness.



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION - BREAKFAST CLUB ASSISTANT

| | |
|----------------------|---|
| Reporting to: | Principal |
| Salary: | Actual £3,032.00- £3,232.00 (FTE £26,403.00- £28,142.00) depending on experience |
| Term: | Part Time- 5hrs per week (permanent) |
| Location: | Hillside Primary School |

Introduction

PURPOSE OF POST

Working as part of a team to be responsible for making breakfast and the supervision of students on the school site during Early Bird Club. The post holder will work under the direction of SLT.

Assist to secure the health, safety, welfare and good conduct of students, and good behaviour in accordance with the practices and procedures of the school.

Duties and Responsibilities

To supervise students during Early Bird Club, maintaining Health & Safety practices.

Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, etc as required.

To supervise and organise activities for pupils at Breakfast Club.

To make breakfast for all classes.

Promoting Positive Behaviour

To encourage positive behaviour through implementation of school's behaviour policies and practices and dealing with incidents as directed.

To encourage student's understanding and knowledge of the impact of their actions within the remit of Health and Safety.

To encourage active participation and positive communication between pupils

Within the parameters of school's positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.

To provide information to the class teachers for the recording of incidents or occurrences.

Promoting Personal and Social Skills

To encourage students to maintain hygiene standards for example washing hands after toileting.

To encourage students to look after equipment and leave all areas in a tidy condition.

To encourage good relations between students and adults through role modelling and promoting positive play behaviours.

To encourage and develop social skills such as mutual respect and trust.

To be aware of cultural and social factors which may have an effect on the supervision of the students.

Appropriate Communication

To report accidents or other occurrences such as child protection issue immediately to class teacher/Pastoral Care Lead/DSL/Principal

As necessary, pass on verbal or written information to the appropriate staff.

General

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder, including filing, copying, preparation of resources and supporting activities.

The post holder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.

Take reasonable care of the health and safety of self, other persons and resources whilst at work.

Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, for example operate safe working practices.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any

concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

| | | |
|--|---|-------|
| Experience of working with Primary age children | E | A,I,R |
| Understanding of safeguarding procedures. | E | A,I,R |
| Experience of encouraging the development of relationships between students. | E | A,I,R |

Education & Training Attainments

| | | |
|---|---|-------|
| First Aid Qualification or a willingness to undertake a first aid qualification | E | A,I,R |
| Food Hygiene qualification or willingness to undertake such a qualification | E | A,I,R |

General & Specialist Knowledge

| | | |
|---|---|-------|
| Basic Health and Safety Awareness | E | A,I,R |
| Knowledge of and commitment to the Academy's Equal Opportunities Policy | E | A,I,R |

Skills & Abilities

| | | |
|---|---|-------|
| The ability to relate to pupils from diverse ethnic/social backgrounds | E | A,I,R |
| Verbal communication skills in order to liaise with pupils and other staff members | E | A,I,R |
| The ability to react in a positive manner to difficult situations which may arise amongst students. | E | A,I,R |
| Ability to keep problems in perspective and be patient | E | A,I,R |
| Able to read and understand instructions and to write and record incidents. | E | A,I,R |
| Ability to work with students exhibiting behaviour difficulties | E | A,I,R |
| Working under the direction of the Pastoral Care / Breakfast Club Lead, carry out tasks such as preparing breakfast and carrying out routine games/activities with children | E | A,I,R |

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Any additional factors

| | | |
|--|---|-------|
| Prepared to undertake specific training where relevant for the post. | E | A,I,R |
| Commitment to ongoing personal training and development | E | A,I,R |





SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Headfield Road,
Huddersfield, HD4 6LU
Telephone: 01484 226834, Email: office@hillside.spacademies.org
Website: www.hillsideprimaryschool.co.uk/



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

