




Recruitment Pack

Morgan's Vale and Woodfalls CE Primary School

Breakfast Club Assistant





June 2026

Dear Applicant,

Thank you for your interest in the position of Breakfast Club Assistant at Morgan's Vale & Woodfalls Church of England Primary School. We are a small, friendly village school serving the communities of Redlynch, Lover, Woodfalls and Morgan's Vale. Rooted in strong Christian values, we are proud of our nurturing environment, our high expectations and our commitment to ensuring that every child feels safe, valued and supported throughout their school journey.

We are seeking a caring, reliable and enthusiastic Breakfast Club Assistant to join our team. The successful candidate will help create a warm, welcoming and calm start to the school day for our pupils. This includes supporting children as they arrive, helping to prepare and serve breakfast, supervising play and activities, and ensuring that all pupils feel settled, safe and ready to learn. A genuine commitment to inclusive practice and to helping children develop positive social skills is essential.

We are looking for someone who:

- Builds warm, respectful relationships with pupils
- Creates a positive, nurturing atmosphere at the start of the day
- Demonstrates vigilance, kindness and a calm approach
- Works well as part of a team and communicates clearly
- Contributes positively to our school community and Christian ethos

Visits to the school are warmly welcomed. If you would like to arrange a tour or have an informal conversation about the role, please contact the school office on 01725 510740.

Yours sincerely,
Mrs Polly Bailey
Headteacher

Salary

Salary: Grade C

Hours: 3.75 hours per week 08:00-08:45 daily term time only

Contract: Permanent

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes
- Cycle to work scheme
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)



Recruitment Equity

Safer Recruitment

Morgan's Vale and Woodfalls Primary School is committed to the safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

Morgan's Vale and Woodfalls Primary School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Interview

Those shortlisted will be invited to attend an interview. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in their application form.

References

References from current employers will be requested for shortlisted candidates prior to interview and, where necessary, employers may be contacted to gather further information.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.



Job Description

Job Title: Breakfast Club Assistant

Responsible to: Headteacher

Salary Pay Range: Grade C

Duties and Responsibilities

- Build warm, positive relationships with pupils, helping them feel welcomed, settled and ready for the school day.
- Supervise pupils safely during Breakfast Club, ensuring their wellbeing at all times.
- Support the preparation and serving of breakfast items, following food hygiene expectations and promoting healthy choices.
- Encourage positive social interactions, helping pupils to play cooperatively and resolve minor disagreements calmly.
- Promote safe choices and ensure pupils follow school rules and routines throughout the session.
- Use calm, consistent behaviour management strategies in line with the school's policy and Christian values.
- Support pupils with additional needs, ensuring they are included and able to participate safely in Breakfast Club activities.
- Maintain a clean, tidy and welcoming environment, including clearing tables and supporting pupils with routines.
- Respond promptly and appropriately to accidents or incidents, including administering basic first aid if trained.
- Demonstrate flexibility and teamwork, adapting to changing needs and supporting colleagues as required.
- Promote the welfare and safeguarding of all pupils, understanding the issues surrounding child protection and the safeguarding of young people.
- Work in line with statutory safeguarding guidance, including *Keeping Children Safe in Education* and *Prevent*, and follow all school safeguarding policies and procedures.
- Uphold and promote the school's aims, Christian values and ethos, modelling respect, kindness and high expectations.
- Play an active role in the daily life of the school, contributing positively to the wider school community.

General Expectations

- Maintain confidentiality and professionalism at all times.
- Attend relevant training, including safeguarding and first aid.
- Contribute to the positive ethos of the school and support its Christian values.
- Carry out any other reasonable duties as directed by the Headteacher.