



Recruitment Pack

Bemerton St John CE Primary School

Breakfast Club Assistant





July 2026

Dear Applicant,

Thank you for your interest in the position of Breakfast Club Assistant at Bemerton St John Church of England Primary School.

We are a single form entry school in a lovely village setting on the outskirts of Salisbury. 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 an enthusiastic Breakfast Club Assistant to join our friendly and supportive team. The successful candidate will help create a warm, welcoming and calm start to the school day for our pupils. This includes registering children as they arrive, and supporting them with the transition from home to school; helping to prepare and serve breakfast, supervising play and activities, helping children develop positive social skills and ensuring that all pupils feel settled, safe and ready to learn.

We are looking for someone who:

- Builds warm, respectful relationships with pupils
- Supports learning effectively and adapts to pupils' individual needs
- Demonstrates kindness, patience and a calm, consistent 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 01722 322848.

Yours sincerely,
Mrs Claire Pearce
Headteacher

Salary

Salary: Grade C (approx £12.85 per hour)

Hours: 5 hours per week - 7.40 - 8.40 am, Monday - Friday

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)



Job Description

Post: Breakfast Club Assistant

Salary Scale: Grade C

Responsible to: Senior Leadership Team

Hours required: see previous page

Main duties:

- Registering pupils as they arrive for Breakfast Club
- Helping to prepare and serve breakfast to children attending Breakfast Club
- Supervising pupils while they eat breakfast, and assisting them as needed
- Supervising pupils during Breakfast Club to ensure they are safe and behave well, giving consideration and respect to others and to their surroundings
- Encouraging positive play and activities
- Carrying out associated duties, e.g. clear spillages, put away play equipment, clean and fold tables, sweep floor etc, as directed by the Breakfast Club leader
- Carrying out minor first aid on pupils and recording incidents in the accident book or on an accident slip
- Reporting to office staff any accidents of the type identified by the school, e.g. head injuries, or pupils who become unwell, so that parents can be contacted.
- Being alert to, and reporting to Headteacher or member of the Senior Leadership Team, any potential hazards on the school site
- Attending training when required
- Taking part in job review meetings when requested
- Supporting the school values by example, ensuring they are followed by pupils.

This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Recruitment Equity

Safer Recruitment

Bemerton St John 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

Bemerton St John 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.

