



Application Pack

Breakfast Club Assistant



Job Title	Breakfast Club Assistant
Salary & Grade	G3 SCP3-4 actual £2,795-£2,839 (FTE £24,796-£25,185)
Contract	Permanent, 5 hours per week, 7.30am-8.30am Monday to Friday
Reporting to	Headteacher
Start Date	Monday 7 th September 2026

Dear Applicant

Thank you for your interest in the role of Breakfast Club Assistant.

Altofts Junior Academy is a friendly and inclusive three-form entry junior school, with up to 90 pupils in each year group. We are proud to provide a nurturing environment and a high-quality education that enables our pupils to become independent, lifelong learners who are accepting, understanding citizens and exceptionally well prepared for life beyond our school. We were delighted to be judged **Good** by Ofsted in July 2025.

We are seeking a caring, enthusiastic and inspiring Breakfast Club Assistant to join our fantastic team. If you are passionate about helping children get the best possible start to their school day, then Altofts Junior Academy could be the perfect place for you.

We are also proud to be joining Waterton Academy Trust in 2026. As a growing family of infant, junior and primary schools, the Trust is committed to ensuring every child receives the high-quality education they deserve, and we are proud to become part of this ambitious and supportive organisation.

We look forward to receiving your application.

Warm Regards,

Joanne Vickers
Headteacher

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We believe that **success is a shared experience** – every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

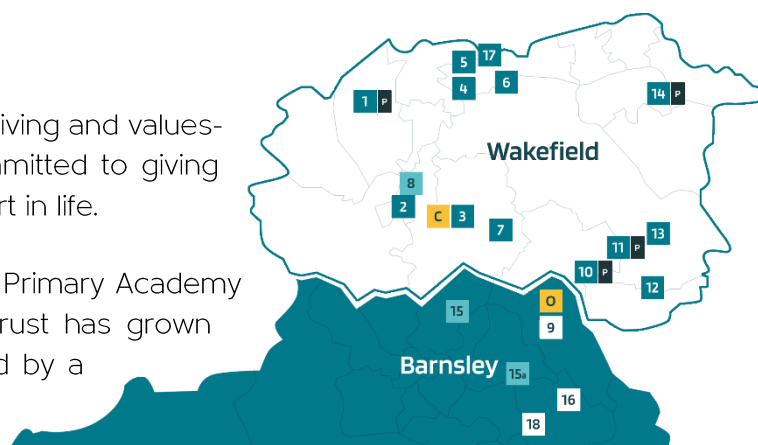
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

In response to local need, our first independent special academy – Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we have opened a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

C - Centre for Excellence
O - Operations Office

Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary
- 17 - Alfton Junior Academy
- 18 - Jump Primary Academy

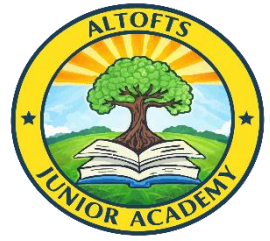
Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.





About The School

Thank you for your interest in joining the team at Altofts Junior Academy.

Choosing the right school to work in is an important decision, and I hope this recruitment pack gives you a real insight into our school community, our values and our aspirations for every child.

At Altofts Junior Academy, we are incredibly proud of our friendly, inclusive and nurturing environment. We believe that every child deserves the very best education and the opportunity to thrive both academically and personally. Our dedicated staff work together to create a school where children feel safe, valued and inspired to achieve their full potential.

Our vision is to develop independent, lifelong learners who are kind, respectful and resilient individuals, equipped with the knowledge, skills and confidence to succeed in the next stage of their education and beyond. Relationships are at the heart of everything we do, and we place great importance on ensuring that every member of our school community feels valued, supported and encouraged to flourish.

We are proud of our recent Ofsted judgement of **Good** (July 2025), which recognised the strengths of our provision and the commitment of our staff to providing the very best experiences for our pupils. However, we are not complacent. We continually strive to improve and are committed to providing the highest quality education for every child. This is an exciting time for Altofts Junior Academy as we have recently joined Waterton Academy Trust in 2026. We are looking forward to working alongside other schools within the Trust, sharing expertise and creating even greater opportunities for our pupils and staff. While we are excited about the future, we remain firmly rooted in our local community and proud of the strong relationships we have built with our families.

We know that the success of our school depends on the people who work here. We are fortunate to have a dedicated, talented and supportive team who genuinely care about making a difference to children's lives. Whether you are applying for a teaching or support staff role, you will be joining colleagues who work collaboratively, celebrate one another's successes and share a common commitment to ensuring every child succeeds.

If you are passionate about helping children achieve their very best, enjoy working as part of a supportive team and share our ambition to provide exceptional opportunities for every pupil, we would be delighted to receive your application.

Thank you for considering Altofts Junior Academy as the next step in your career. I hope to have the opportunity to meet you during the recruitment process.

Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

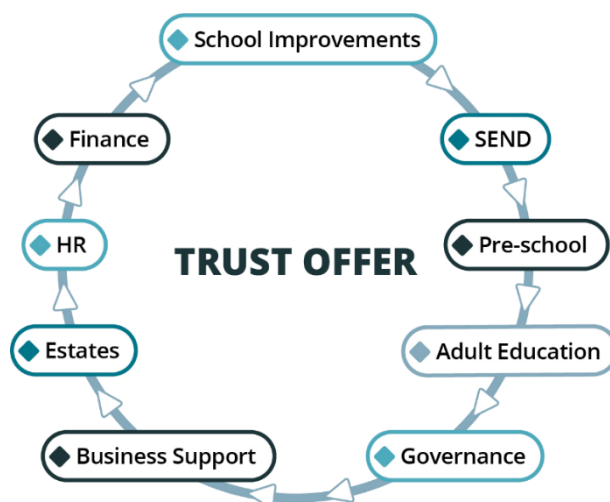


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description – Breakfast Club Assistant

Job Title	Breakfast Club Assistant
Reporting to	Headteacher
Grade	Grade 3

Main Purpose	Attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Breakfast Club. Duties to include caring and playing with groups of children, as well as providing a light breakfast. Enthusiasm and commitment is a key factor to provide a relaxed family feel breakfast environment.
Key Responsibilities	Key Outcomes/ Activities • Greet children on arrival at club, provide and supervise play. • Prepare food as required, as per menu of day. • Follow Risk Assessments guidelines. • Follow Food Hygiene guidelines. • Supervision of pupils, ensuring their safety. • Report to the Breakfast Club Leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines. • Deal with incidents in accordance with agreed breakfast club policy strategies; encourage pupils to take responsibility for their own behaviour. • Liaise with parents. • Assist younger children to cut up food. • Check that pupils arrive at their classrooms safely into the care of their teacher. • Report all accidents to the Breakfast Club Leader and complete form for parent. • Ensure that any person on the premises is authorised to be there. Other duties commensurate with the grade of the post as directed by the Headteacher
Customers and Clients	To supervise and ensure the health and safety of children at all times.
Expectations of All Employees	• Represent and promote Waterton Academy Trust values internally and externally • Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust • Deliver your day-to-day duties consistently with the agreed service level • Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding • Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role • Undertake other duties commensurate with the job level

	Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Working Conditions	The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying. Outdoor working conditions in dry weather & indoor working conditions in wet weather
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: - Evidence of entitlement to work in the U.K. - Evidence of essential qualifications – see job specification - Two satisfactory references - Confirmation of medical fitness for employment - Registration with appropriate bodies (where applicable) The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Person Specification – Breakfast Club Assistant

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
I: Presentation

I: Interview
R: Reference

Qualifications	Essential	Desirable	Assessed
Food Hygiene in Early Years Settings		X	AF
First Aid in Early Years		X	AF
NVQ 2 childcare qualification		X	AF
Experience	Essential	Desirable	Assessed
Caring/taking charge of groups of children	X		AF,R
Skills	Essential	Desirable	Assessed
Be physical able participate in play and active-based learning	X		AF, I
Accurate record keeping where applicable	X		AF, I
Knowledge and Understanding	Essential	Desirable	Assessed
Knowledge of Healthy eating	X		AF, I
Childcare Supervision	X		AF, I
Relevant knowledge of first aid	X		AF, I
Personal Attributes	Essential	Desirable	Assessed
Ability to work on own initiative and as part of a team	X		I
Confidentiality must be respected at all times.	X		I
To be a positive role model and show a caring and understanding approach to children.	X		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact the school office on 01924 899449 or AltoftsOffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 31st August 2026

Shortlisting: Tuesday 1st September 2026

Interviews: Friday 4th September 2026

Start Date: Monday 7th September 2026

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.