



Person Specification – Breakfast Club Lead

Criteria	Essential	Desirable
Qualifications		
Level 2 qualification in childcare, playwork, education or similar relevant field	✓	
GCSE (or equivalent) in English and Maths (Grade 4/C or above)	✓	
Paediatric First Aid qualification (or willingness to undertake)	✓	
Food Hygiene Certificate		✓
Additional training in safeguarding, behaviour or playwork		✓
Experience		
Experience working with children in a school, childcare or similar setting	✓	
Experience supervising or leading small groups of children	✓	
Experience managing basic administration (registers, bookings, email or similar)	✓	
Experience coordinating a club or small provision		✓
Experience managing stock or monitoring expenditure		✓
Experience contributing to service improvement or growth		✓
Skills & Knowledge		
Strong organisational skills and attention to detail	✓	
Ability to manage systems independently and consistently	✓	
Good written and verbal communication skills	✓	
Basic IT competence (email, spreadsheets or online systems)	✓	
Understanding of safeguarding responsibilities in a school setting	✓	
Awareness of food hygiene and health & safety expectations	✓	
Understanding of financial sustainability within school-based provision		✓



Linden Road, Bournville, Birmingham, B30 1JY

Head Teacher: Amy Cooper enquiry@bournvillevillageprimary.org.uk

Tel: 0121 675 9098

Criteria	Essential	Desirable
Personal Qualities		
Reliable, punctual and consistent	✓	
Warm, approachable and child-centred	✓	
Proactive and solution-focused	✓	
Takes ownership and pride in their work	✓	
Professional in communication with families and colleagues	✓	
Committed to maintaining high standards of organisation and sustainability	✓	

Safeguarding Statement

Bournville Village Primary School is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and contractors to share this commitment and to actively uphold our safeguarding culture at all times.

This post is subject to safer recruitment procedures, including:

- An enhanced Disclosure and Barring Service (DBS) check with children's barred list check
- Verification of identity and qualifications
- A minimum of two satisfactory references
- Online searches in line with Keeping Children Safe in Education guidance

The successful candidate will be required to subscribe to the DBS Update Service and maintain an active annual subscription for the duration of their employment, at their own cost.

Failure to maintain DBS clearance or Update Service subscription may result in review of employment.

