



Extended Day Breakfast Club Assistant

Post Title:	Extended Day Breakfast Club Assistant
Reporting to:	Morning Supervisor
Hours:	Monday to Friday, 7.15am – 8.45am, (7.5 hours per week / 38 weeks per year – as inset days are unpaid).
Contract type:	Fixed term for 12 months
Salary:	Grade C £24, 405 pro rata per annum (Actual salary £4,123 per annum)



Letter from the Headteacher:

Dear Applicant

Thank you very much for the interest that you have shown in our position at Sun Hill Junior School. The successful candidate will have an important contribution to make to our ambitious and hardworking School, and I hope that you will find the enclosed information helpful. We are a two form entry, semi rural school, situated in the beautiful Hampshire country side and are a sponsored academy and part of The Perins Multi Academy Trust.

As a School we are continually working to improve the experiences that we offer our children. Our team are extremely dedicated and invested in delivering the highest quality teaching as well as nurturing the individual. We believe it is crucial that we work together, in partnership, to ensure that our pupils get the very best from their time at Sun Hill Junior School.

Our goal is to open opportunities for our children through an exciting curriculum which we are continually developing, in a safe and supportive environment. We want the children to engage in their learning and continue to be happy and successful learners who are equipped with the skills they need for their futures.

Our Vision and Values:

As a School we are passionate about giving our children a love of learning. Through our **STARS** learning values we aim to develop each child's strengths but also help them achieve in areas they find challenging. We encourage these behaviours with all the members of our school community in order to establish a culture that is inspirational to all that visit and work with us.

I very much look forward to receiving your application and would be happy to welcome you to the school to have a look around before you make your application.

Yours sincerely

Sue Griffiths
Headteacher



Overview

The Breakfast Club Assistant will assist the Morning Supervisor with the day-to-day delivery of the Out of School Club service for children, ensuring that they are well cared for and can develop personally, socially and educationally in a safe, caring and challenging environment. The Out of School Club service may be available before and/or after school and/or during the school holiday periods.

Key Responsibilities:

- Assist in the day to day running of the breakfast provision ensuring that the service meets the care, play and educational needs of the children effectively and efficiently, as well as satisfying government guidelines.
- Set-up play equipment, ensuring that it is in good and usable condition, and inform the Supervisor of any problems.
- Prepare rooms and resources as assigned by the Supervisor. Attend to daily duties and ensure that play equipment and materials are cleared away and safely stored at the end of each session.
- Prepare food as required and assist children with the selection and distribution of refreshments. Ensure food, hygiene and allergy procedures are followed and catering equipment and its storage are in good and usable condition, and inform the Supervisor of any problems.
- Ensure the safe storage of play and functional equipment, adhere to Health and Safety requirements.
- To provide an effective, efficient and consistent service ensuring best practice across the setting.
- Adhere to the Children's Act; KCSIE, OFSTED standards; Safeguarding, Child Protection, Equalities and Health and Safety requirements.



- Undertake the care and welfare of the children as required.
- Provide a balanced, stimulating, secure and safe play programme and creative activities suited to the age ranges, learning needs and abilities of the children using the service and engage those children in the planned activities.
- Report to the Supervisor any Site Management/Estates/Cleaning issues on the use of rooms, resources and equipment.
- Escort children to and from the school/agreed point/classrooms and ensure safe delivery to the parents/named carers.
- Administer First Aid when required and be aware of the medical conditions of children in attendance. Record all instances, treatment and medication use on the appropriate system.
- Establish and maintain effective working relationships with parents/named carers and other childcare agencies/groups, responding to routine queries when raised.
- Oversee children's' behaviour in accordance with the school behaviour management policies and procedures, report concerns to the Supervisor and liaise with parents/named carers as requested.
- Adhere to the Children's Act; OFSTED standards; Safeguarding, Child Protection, Equalities and Health and Safety requirements.
- Undertake all training allocated for Sun Hill Junior School and The Perins MAT within in the required time frame.



Person Specification and Qualifications:

Person Specification

Requirement – E- Essential D – Desired

Evidenced By - A – Application, I – Interview, R – Reference, T – Task, Cert – Certificates, D – Desirable, E - Essential

	Requirement	Evidenced
Qualifications:		
Good Standard of education qualified to at least GCSE C grade or equivalent in Maths and English	E	A,I, Cert
First Aid Qualification	D	A,I, Cert
Key Competencies – must be able to demonstrate:		
Hold an appropriate childcare qualification or proven evidence of working towards the qualification e.g. CACHE Level 3 or 4	D	A, I, R



Knowledge and understanding of childcare and the role of a playworker.	E	A, I, R
Ability to demonstrate knowledge and an understanding of the legislation governing childcare.	D	A, I, R
Experience of caring for children of a wide age range and providing safe creative play activities	E	A, I, R
Working effectively in a team and on own initiative using judgment and common sense at all times.	D	A, I, R
Ability to plan and implement a program of safe and creative activities for children.	D	A, I, R
Ability to assess a child's care needs, liaising appropriately with the	E	A, I, R



parents/named carers.		
Skills and Abilities		
Able to demonstrate an understanding and knowledge of the school's policies and procedures.	E	A, I, R
Suitably trained in First Aid which meets the Health and Safety Executive First Aid at Work requirements.	E	A, I, R
An understanding and knowledge of the Children's Act, OFSTED standards, Child Protection, Health and Safety issues, hygiene requirements	E	A, I, R
Experience		
Will have worked in an educational or pre-school establishment	D	A, I, R
Suitable playwork training	D	A, I, R



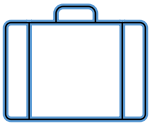
Other		
Collaborative working style	E	A, I, R
Customer focused – aware of key stakeholders	E	A, I, R
Requirement to work at varying hours either before, after or during school holidays to ensure delivery of extended day service and procedures	E	A, I, R
Empathetic and driven to provide a superior service	E	A, I, R



Benefits:



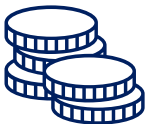
Remuneration All our teaching positions are based on the national teaching scale. If you are a UQT, we will assess your experience, and remunerate appropriately. Support staff salaries are based on HCC pay grades.



Holiday Our teachers have an additional week in the October half term. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension Teaching staff benefit from the Teachers Pension, and Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts We offer a wide range of voluntary discounts via our partners KAARP



Employee Assistance Programme We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the MAT who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.



Preschool Reduced preschool fees and term time only packages at Perins Pre School based on Sun Hill Junior School site.



Free gym at based on Perins School site



Cycle to work scheme



Free car parking



After school club reduced fees at after school club based at Sun Hill Junior School



The appointment is subject to satisfactory pre employment checks and clearance by the Disclosure and Barring Service (DBS).

Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form.

Employment history

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason



Formal education

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority.

It is our preference that referees are provided from **different** schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.



Help us to speed up the references process:

- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not to put two referees from the same place of work
- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible
- Let your referees know when you are offered the role

If you are selected to attend an interview or an assessment day

We will notify you via MyNewTerm and let you know the date and time of the interview. It is very difficult for us to change the date of the interview once it has been agreed internally.