Dear Applicant,

Thank you for your interest in the Breakfast Club Assistant post at Orchard Infant School.

This is an exciting opportunity to join our kind, friendly and fun school team. The successful candidate will play an important role in supporting the vision of our lovely school.

We are looking for a team player who is passionate about giving each and every child the best start to their school day, who will create positive relationships with the children built on kindness and mutual respect, and someone who will be nurturing and understanding.

In return for this dedication and commitment, we offer a strong and supportive working environment – we love to have fun! We are looking for candidates who are excited by the challenges and rewards of working with children, and who want to be part of the future shape of our growing school.

I am really pleased to be part of the University of Winchester Academy Trust family of eight schools. Our sponsor, the University of Winchester is recognised for its outstanding practice in education, and our partnership work with the other schools in our Trust offers support and further career opportunities for all of our staff.

To enable you to fully understand what Orchard Infant School has to offer you, I would encourage you to come and visit. I would be delighted to welcome you to the school to answer any questions you may have. Please contact schooloffice@orchard-inf.uwinat.co.uk to arrange an appointment.

Please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date. Please indicate clearly on your application which post you are applying for.

I look forward to hearing from you,

K.A.Sidney

Kerry Sidney

Head of School

Breakfast Club Assistant Role

Closing date: Friday 13th November 2026

Pease submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

Job Start Date: ASAP

Contract/Hours: 39 weeks

Salary Type: Support Staff

Salary Details: Support staff pay scale B £25,615 - £25,958 (actual salary £3,717 - £3,767 FTE depending on experience (pro rata).

Hours of Work: 7:15am – 8:30am – Monday - Friday

Location of Role: Orchard Infant School

Contact e-mail address: adminoffice@orchard-inf.hants.sch.uk

Job/Person Summary

We are looking to appoint an enthusiastic and self-motivated Breakfast Club Assistant who will support our young children with kindness and understanding, engaging them in positive play and serving breakfast.

Our staff work as a close and supportive team, and our school is a happy and professional place to work, with an excellent environment and facilities.

Orchard Infant School is part of the University of Winchester Academy Trust. Our eight schools work closely together to ensure an excellent education for our pupils. Staff receive joint professional support throughout the year. The ability to work as part of a team and independently, to prioritise and to use initiative is essential. You will need to be friendly and approachable with a good sense of humour – every day is different!

Application Procedure

Applications should be on a University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Orchard Infant School website: https://www.orchard-inf.co.uk/Vacancies/

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

For an informal conversation about the post or to arrange to meet our Headteacher, Kerry Sidney, please contact the office by email at adminoffice@orchard-inf.hants.sch.uk

Completed application forms should be returned by the closing date to Kerry Sidney, Head of School, via the above email address.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Artificial Intelligence (AI) tools
We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

· AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
· AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
· Ensure the information provided genuinely represents your own voice and experience
· You must not provide false or misleading information
· If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

Job description Breakfast Club Assistant

Responsible to: Breakfast Club Leader

Function: To assist in the provision of breakfast service for children between the age of 4-11 years.

To assist in the co-ordination of all activities within a safe and stimulating environment in accordance with school policies.

Salary: Support staff pay scale B (£24,796 - £25,128) FTE depending on experience (pro rata).

MAIN DUTIES:

- To provide a healthy breakfast for the children who attend the breakfast club, and provide them with the best start for their school day ahead.
- Assist in providing and supervising play activities for children.
- To record and inform key staff of any incidents or accidents relating to children that occurred during the session.
- Liaise with school staff as required.
- Undertake relevant training as deemed necessary.
- To set up and clear away equipment.
- Carry out all responsibilities and activities within an equal opportunity framework.
- To ensure that school security regulations are upheld.
- To provide support to children, including first aid duties (dependent upon training).
- To undertake such duties as become necessary to ensure the successful running of the club.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Breakfast Club Assistant ~ Person Specification

	Essential	Desirable
Qualifications	• GCSE English and Maths Grade C or equivalent. • IT competent. • Willingness to undertake appropriate first aid training or existing paediatrics first aid qualification	• NVQ 3 or equivalent. • Experience of professional training within an educational setting.
Knowledge, Skills and Abilities	• Excellent communication skills, written and verbal. • Ability to inspire confidence and gain trust of children. • Ability to reflect, analyse and act both independently and collaboratively. • Ability to work alone and with initiative.	• Understanding of child development. • Understanding of safeguarding within school.(training to be given)
Experience	• Experience of working with children • Proven ability to motivate and develop children. • Ability to work as part of a team. • Ability to liaise with staff • Evidence of effective behaviour management.	• Experience of working within a school environment. • Evidence of an application of range of behaviour management strategies. • An awareness of inclusion, especially within a school setting.
School Specific Needs/other requirements	• A commitment to safeguarding procedures. • A commitment to being professional and respecting confidentiality. • A sense of humour and resilience. Adaptability and initiative. • A desire to make a difference to the lives of young children. • Able to work effectively and flexibly as part of a small team. • Able to absorb and promote the values and ethos of the school. • Able to foster the positive links with parents and the community.	• Understanding of the opportunities and challenges associated with growing schools. •