

# Breakfast Club Supervisory Assistant



We are Humber Education Trust.



# Application Pack

## We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country\*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination

to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

\*(based on KS2 outcomes and Trusts with more than 10 schools)



**Rachel Wilkes OBE**  
*Chief Executive Officer*





# Breakfast Club Supervisory Assistant

## **BROADACRE PRIMARY SCHOOL BREAKFAST CLUB SUPERVISORY ASSISTANT**

<b>Grade &amp; Scale point:</b>	1, scp 2
<b>Salary:</b>	£24,413 Full time equivalent, £2,767 Actual salary, £12.65/hr
<b>Hours of work:</b>	5 hrs/week, Monday – Friday (7.45am – 8.45am)
<b>Contract:</b>	Permanent, Term time only (190 days per year)
<b>Start date:</b>	ASAP following pre-employment checks

***Are you a morning person who brings great energy and enjoys motivating others? If so, we'd love to welcome you to our Breakfast Club team!***

Broadacre Primary School is seeking an enthusiastic and dedicated Breakfast Club Supervisory Assistant to join us on a permanent basis. This is an exciting opportunity to be part of a committed team and to help further develop our growing club.

We're looking for someone who enjoys interacting with children—supporting their activities, engaging in play and conversation, supervising mealtimes, and providing care, including basic first aid when needed. If you're warm, approachable, and passionate about creating a positive start to the school day, we'd love to hear from you.

### **JOB REQUIREMENTS:**

- To set up the tables and chairs for the Breakfast Club; set up the crockery, cutlery and the toaster and put away all items at the end.
- Assist with the preparation and serving of breakfast food e.g., toast, cereal and juice.
- Wash up crockery and cutlery, clean the tables and sweep the floor to ensure that appropriate hygiene standards are complied with.
- Supervise the children, making toys and equipment available when necessary in order to create a safe, happy and secure environment.
- To manage behaviour issues efficiently
- To provide basic first aid for injured / sick pupils

### **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- The post-holder must have a Basic Food Hygiene & Safety Certificate or willing to complete prior to taking up post.
- Experience working with children with varying ages and backgrounds
- Ability to organise activities that engage children
- The ability to work effectively as part of a team
- A first aid qualification or be willing to undertake training
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people

If you believe you are the right person for the job then we would love to hear from you.

**Visits to our school are welcome by appointment.**





# Breakfast Club Supervisory Assistant

## AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

## HOW TO APPLY:

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 8am, Friday 17 April 2026

**Interview date:** w/c 27 April 2026

If you have any queries regarding the role or application process, please contact Kirsty McDonald, HR Administrator, at Broadacre Primary School on Tel: 01482 833033 or via email [kmcdonald@broadacre.het.academy](mailto:kmcdonald@broadacre.het.academy)

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

## SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



**HumberEducationTrust**  
Where everybody counts, every moment matters.



# Breakfast Club Supervisory Assistant

**SCHOOL:** Broadacre Primary School

**GRADE:** 1

**JOB TITLE:** Breakfast Club Supervisory Assistant

**EVALUATION DATE:** 17 June 2022

**JE NUMBER:** HET75

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

**PURPOSE:**

To be responsible to the Headteacher for supporting the Breakfast Club Coordinator in the effective and efficient operation of the Club.

**PRINCIPAL ACCOUNTABILITIES:**

1.	To promote and safeguard the welfare of children and young people.
2.	Support the aims and ethos of the school including promoting good behaviour.
3.	Set up the tables and chairs for the Breakfast Club; set up the crockery, cutlery and the toaster and put away all items at the end.
4.	Assist with the preparation and serving of breakfast food e.g. toast, cereal and juice.
5.	Wash up crockery and cutlery, clean the tables and sweep the floor to ensure that appropriate hygiene standards are complied with.
6.	Supervise the children, making toys and equipment available when necessary, in order to create a safe, happy and secure environment.
7.	Interact with the children, supporting their activities, playing games, talking to them etc.
8.	Put up publicity to parents about the club to ensure consistency and that they receive up to date information.
9.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.



# Breakfast Club Supervisory Assistant

## DIMENSIONS:

**1. Responsibility for Staff:**

None.

**2. Responsibility for Customers/Clients:**

Contributing to the safeguarding and well-being of all members of the Breakfast Club.

**3. Responsibility for Budgets:**

The Headteacher retains responsibility for managing the budget.

**4. Responsibility for Physical Resources:**

None.

## WORKING RELATIONSHIPS:

**1. Within Service Area/Section:**

Teaching and non-teaching staff; pupils and parents.

**2. With Any Other School Areas**

N/A

**3. With External Bodies to the School**

N/A

## ORGANISATION CHART:

Headteacher  
Deputy Headteacher  
School Business Manager  
Breakfast Club Coordinator  
Breakfast Club Supervisory Assistant



# Breakfast Club Supervisory Assistant

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			X				You will be required to set up and pack away, folding tables and chairs
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X						
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		X					The work involves regular contact with staff and pupils, and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal, and that the postholder would seek assistance.

I have read and accept the role of Breakfast Club Supervisory Assistant.

Name:

Signed:

Date:



# Breakfast Club Supervisory Assistant

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
<b>1.1</b>	The post-holder must have a Basic Food Hygiene & Safety Certificate or willing to complete prior to taking up post.	<b>x</b>		CQ
<b>2.</b>	<b>Relevant Experience:</b>			
<b>2.1</b>	Previous experience of managing pupil behaviour in a workplace setting	<b>x</b>		AF / R
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
<b>3.1</b>	Motivation to work with children and young people.	<b>x</b>		I
<b>3.2</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	<b>x</b>		I
<b>4.</b>	<b>Knowledge:</b>			
<b>4.1</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	<b>x</b>		I
<b>4.2</b>	The postholder will have basic knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided	<b>x</b>		AF
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
<b>5.1</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	<b>x</b>		I
	<b>Written Skills</b>			
	A basic level of literacy is required	<b>x</b>		AF
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
<b>6.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	<b>X</b>		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	<b>X</b>		AF (after shortlisting)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF (after short listing)

## We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**





# Join Our Team

## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

### Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

*The opportunity to make a real difference to the lives of our students*



**HumberEducationTrust**

Where everybody counts, every moment matters.