



St Michael's Prep School

The Joy & Wonder of Learning



## Breakfast Club Assistant

**Salary:** £10.56 per hour (Actual Salary £2,022.39 for 5 hours per week, equates to FTE salary £21,964.35)

**To start:** March 2023 or ASAP

**Part Time:** 7.15am to 8.15am  
Monday – Friday term time only  
(combinations of days possible if cannot do all 5)

**Application Deadline: 8am**  
20<sup>th</sup> February 2023 *Early applications welcomed. We reserve the right to close this advertisement early if we appoint before the closing date.*

**Interview Date:** Week commencing 27<sup>th</sup> February 2023



St Michael's Prep School is a co-educational day school with approximately 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by many specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities. This role can be combined with other available roles.

Would you like to be involved in settling and making a difference to children as they begin their school day? Are you an organised and creative individual who enjoys working with children? Would you like to gain some experience of working with children? Then, please consider the opportunity of becoming a Breakfast Club Assistant at our wonderful wrap around care facility. You will be part of a small team offering breakfast and care at school to children from Reception to Year 8. The role will be varied and the possibilities many. This opportunity could be combined with our Early Years Lunchtime Supervisor role and or our After School club Assistant Role. Applicants can do either all 5 days or less.

We can offer you in return: Free parking on site; Sick pay scheme; Annual salary review; Multi Skill Training Opportunities

***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***

If you would like to apply for this role, please send a completed application form and equal opportunities form (downloadable from our website) together with a covering letter all in word or PDF format, explaining why you are the ideal candidate for this role to Kim d'Albertanson, HR Manager at:

[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 8am on 20<sup>th</sup> February 2023

**INTERVIEW DATE:** Week Commencing 27<sup>th</sup> February 2023

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.*



## BREAKFAST CLUB ASSISTANT JOB DESCRIPTION

### RESPONSIBLE TO:

- Wrap Around Care Manager
- The Senior Leadership Team
- The Deputy Heads
- The Head
- Governing Body

### JOB PURPOSE

- To assist with the provision of high-quality breakfast and pre-school care within the school setting, ensuring the smooth day-to-day running of the service and offering support and care to children and their families.
- To work with and support staff in all aspects of the service to ensure effective delivery which meets the identified needs of users.

### KEY RESPONSIBILITIES

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families
- Assist to provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs
- Follow all aspects of regulation and guidance
- Follow the policies and procedures of the setting
- Be responsible for the safeguarding of children in your care at the breakfast club
- Work with regard to equal opportunities and ensure quality of access to the service
- Attend regular team meetings
- Work with parents and other professionals to ensure appropriate care and support for individual children
- Maintain accurate child records, registration and attendance information
- Participate in ongoing training and development
- Be aware of issues of confidentiality
- Ensure you create a positive ethos and employ positive behaviour management strategies as appropriate
- Communicate effectively with both parents and colleagues
- Use a range of resources appropriate to children's ages and stages of development
- Follow food hygiene procedures
- Cooking toast and waffles, and serving cereals



## OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Our staff need to be:

- Eligible to work in the UK
- Passionate about working with children
- Committed to excellent provision for all children
- Great communicators
- Organised
- Proactive
- Efficient
- Reliable
- Flexible
- Great team players
- Computer literate
- Able to motivate staff
- Good at making decisions
- Able to implement and monitor policies

### Our Breakfast Club Assistant needs to have:

- A warm and encouraging manner
- A secure understanding of child development
- Energy and commitment
- Imagination
- Patience
- A sense of humour
- A love of learning, challenge and personal development
- An enhanced disclosure via the DBS (which the school would facilitate)
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- The strength to work with different behaviours





It is desirable for our breakfast club Assistant to have:

- Level 1 Safeguarding Training (the school will facilitate this if not held)
- Level 1 Food Hygiene Qualification (the school will facilitate this if not held)
- Paediatric First Aid Certificate (the school will facilitate this if not already held)





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*"At St Michael's we work as a team: teachers, pupils and parents."*

*-Deputy Head of Pre-Prep*



Wellbeing Award  
for Schools