



Breakfast Club supervisor

Bishop Chavasse Primary School, Tonbridge

Pay: £16 per hour

Start Date: 6th October 2025 or as soon as possible

This is a fixed term contract to 2nd April 2026.

App Close Date: Friday 26th September 2025 at 15:00

Interviews: w/c 29th September 2025

Job Description

Bishop Chavasse CE Primary School is looking to appoint an energetic, caring and flexible member of staff as a Breakfast Club supervisor.

The successful candidate will be expected to supervise, support and guide the children during our popular Breakfast Club. This will involve time in the hall supervising the children. Although previous experience would be preferable, it is not considered essential as full training and induction will be given. The ability to communicate effectively with children and the ability to ensure their well-being and maintain their safety is essential.

Hours and salary

The post is for 7.5 hours per week, Monday to Friday, working 7.15am – 8.45am each day; 38 weeks per year, term time only. Salary £16 per hour.

Visits to the school are positively encouraged. Please contact the school office to find out more and arrange a convenient time. Please contact Nicola Stanton on 01732 676040 or email recruitment@bishopchavasseschool.org.uk to book a visit. For further details and an application form, please visit the Vacancies section on our [school website](#).

Key duties and responsibilities:

1. Help set up Breakfast Club before it begins at 7.30am (setting out activities/toys/play mats etc.)
2. Ensure pupils come into Breakfast Club safely after being dropped off by their parent/carer.
3. Assist the pupils, as necessary, during breakfast. This may include providing them with a drink, helping with spillages, and caring for pupils' personal needs.
4. Supervise and engage in play with the children during Breakfast Club.
5. Assist in tidying up towards the end of Breakfast Club, and supervise children queuing up to leave the hall and join their classes at 8.40am. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.



Person specification

The following sets out the criteria for these positions. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	<ul style="list-style-type: none">• You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.• First Aid qualification would be an advantage.
Experience	<ul style="list-style-type: none">• None required but previous experience of working with children would be an advantage.
Skills and abilities	<ul style="list-style-type: none">• Ability to communicate with pupils e.g. to encourage healthy breakfast, encourage good behaviour.• Ability to recognise and deal with emergency situations• Ability to engage, model, encourage and facilitate play on the hall during Breakfast Club.• May require knowledge to enable the post holder to be responsible for the safe use of equipment.
Knowledge	<ul style="list-style-type: none">• Learn school procedures for supervision of pupils during Breakfast Club activities where applicable.

Generic information applicable to all members of staff

1.1 Tenax Schools Trust

All staff are expected to be committed to the ethos of the Trust in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the Staff Handbook.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Tenax Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher and the CFO. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **All staff will be expected to be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.** This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

1.5 Application Form

It is imperative that the application form is completed in full and signed. If you are submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.


1.6 Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your most recent role for less than three years, HR may wish to seek further supporting information from your previous employer(s).

1.7 Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK. 



- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.) ^[1]_[SEP]