

SKINNERS' KENT
PRIMARY SCHOOL



PRIDE IN OUR SUCCESS

BREAKFAST CLUB MANAGER

Information for Candidates

Date: March 2026

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

INTRODUCTION FROM THE HEADTEACHER



Dear Candidate

I am delighted that you are interested in a position with Skinners' Kent Primary School (SKPS).

SKPS opened on 1 September 2015 and offers a unique and diverse learning community providing the highest quality education in which all pupils can thrive and achieve their potential. The school is part of Skinners' Academies Trust which enables a wide variety of learning opportunities for all our children and staff.

SKPS is an inclusive school where personalised learning ensures we meet the needs of all pupils and enables them, irrespective of their starting point, to achieve their full potential. We aspire for all pupils to feel safe, happy and have a love for learning.

Our curriculum offers an all-round education to enable the development of the whole child to inspire, flourish and succeed within the framework of the Early Years Foundation Stage and National Curriculum. It is designed to foster curiosity and creativity, to develop motivation and habits that encourage our pupils to be lifelong learners. The life skills we teach our pupils will give them confidence and self-belief. We aim for all pupils to leave us ready to make the transition to secondary education and ultimately to play their part in their local community as well as nationally and internationally.

If you share our aspirations for young people and want to work within a dynamic learning environment in which all members of our community have the opportunity to flourish and succeed, then we would be very interested in receiving an application from you.

Mrs Gemma Wyatt
Headteacher
Skinners' Kent Primary School



OUR VISION AND VALUES



Our mission is to develop a passion for learning and achieving.

Skinner's Kent Primary School seeks to create, develop and maintain an education that focuses on providing opportunities for success for all and celebrating the achievements of everyone in all aspects of life at the school. We want our young people to recognise the potential that they have and to fulfil this.

Reflecting our school values, we will motivate and encourage our pupils to achieve their very best by being:

Successful in Life

- We use commitment to never give up and improve our learning
- We use creativity and our imagination to think of new ways to do things
- We use curiosity to wonder about the world and ask questions
- We use co-operation to help us help each other and work with others



Kind to all

- We show tolerance towards other people and are inclusive because we recognise there are many kinds of people
- We show respect to others and treat them the way we want to be treated
- We show empathy towards others in our community and around the world by understanding how they feel
- We show appreciation when we notice the beauty of people and the world

Proud of themselves and others

- We use our independence to work on our own and solve problems
- We use our confidence to believe in ourselves and show we are proud of what we do
- We use our enthusiasm to get excited about learning and life
- We use our integrity to tell the truth and stand up for what is right



SKINNERS' ACADEMIES TRUST



SKINNERS'
ACADEMIES TRUST

Skinner's Academies Trust is a collaborative Trust of six high-performing schools in Kent and London working together to improve outcomes for all our students.

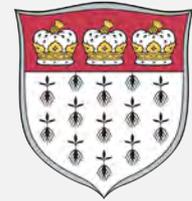
The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinner's Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools

aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinner's Academies Trust's mission is to provide it's young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high- quality governing bodies.



PROFESSIONAL DEVELOPMENT: SKINNERS' ACADEMIES TRUST



SKINNERS'
ACADEMIES TRUST

Skinner's Academies Trust is committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all of our teachers. All teachers and leaders at the Trust demonstrate a commitment to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that great professional development will lead to great impact in our schools. The pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

Chartered College of Teaching Membership

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

Research-Led Networking Opportunities

The Trust-wide Research Circle meets online each half term to explore an education-based text. It offers teachers from across the Trust with a passion for evidence-informed practice the opportunity to debate a range of research and its implications for classroom practice and student outcomes. Copies of the book are free to members.

Development for Teachers

The Purposeful Practice Programme is designed to empower teachers to understand, some of the highest leverage classroom strategies that can be utilised to secure great outcomes for young people. Each module builds on the last with a key focus on formative assessment strategies and modelling and utilises analysis of classroom videos.

Development for Middle Leaders

Our bespoke Middle Leadership Programme is a 10-month course designed and delivered internally for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement.

All participants are allocated a mentor who supports them throughout the course and get to visit each Trust school over the duration of the year.

Subject-Specific Collaboration

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools. The groups are facilitated by senior subject experts.

SLT Community of Practice

All senior leaders across the Trust can join the SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.



JOB DESCRIPTION



BREAKFAST CLUB MANAGER

Hours: 7.5 hours per week (7.15am to 8.45am daily, Monday – Friday) Term time only (38 weeks per year)

Salary: SAT Pay Band C1 - £25,252 per annum for full time pro rata will apply

Are you an enthusiastic, organised and caring individual with a passion for working with children? We are seeking a reliable and motivated Breakfast Club Manager to lead and manage our vibrant before-school provision. This is a fantastic opportunity to make a positive impact on children's mornings by providing a safe, welcoming and engaging environment before the school day begins.

Key Responsibilities:

- Lead and supervise the daily running of the breakfast club
- Ensure a safe, secure and inclusive environment for all children
- Prepare and serve healthy breakfast options
- Plan and organise age-appropriate activities
- Manage and support breakfast club staff
- Maintain registers, records and safeguarding standards
- Liaise with parents, carers and school staff

We Are Looking For Someone Who:

- Has experience working with children (primary age preferred)
- Has previous supervisory or leadership experience
- Understands safeguarding and child protection procedures
- Holds (or is willing to obtain) relevant first aid and food hygiene certificates
- Is organised, reliable and positive

In return, we offer a supportive working environment and the opportunity to play a key role in our school community.

Job Purpose

To manage the effective day-to-day operation of the breakfast club, ensuring a safe, stimulating and caring environment for children attending the provision.

Main Duties and Responsibilities

- Oversee the daily running of the breakfast club
- Supervise, support and delegate tasks to staff
- Ensure appropriate staff-to-child ratios are maintained
- Lead team meetings as required
- Ensure safeguarding policies and procedures are followed at all times
- Maintain accurate attendance registers
- Follow health and safety guidelines
- Administer basic first aid when required
- Prepare and serve nutritious breakfasts
- Ensure compliance with food safety and hygiene regulations
- Maintain cleanliness of kitchen and dining areas
- Plan and provide engaging, inclusive activities suitable for primary-aged children
- Encourage positive behaviour and social interaction
- Promote independence and respect among children
- Maintain records and relevant documentation
- Communicate effectively with parents and school leadership
- Monitor stock and order supplies as required

JOB DESCRIPTION



Additional duties:

- Attend team meetings and staff meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Undertake any reasonable additional responsibilities requested at any time by The Academy Trust leadership team
- Understand and apply the School and Academy Trust policies.
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PERSON SPECIFICATION

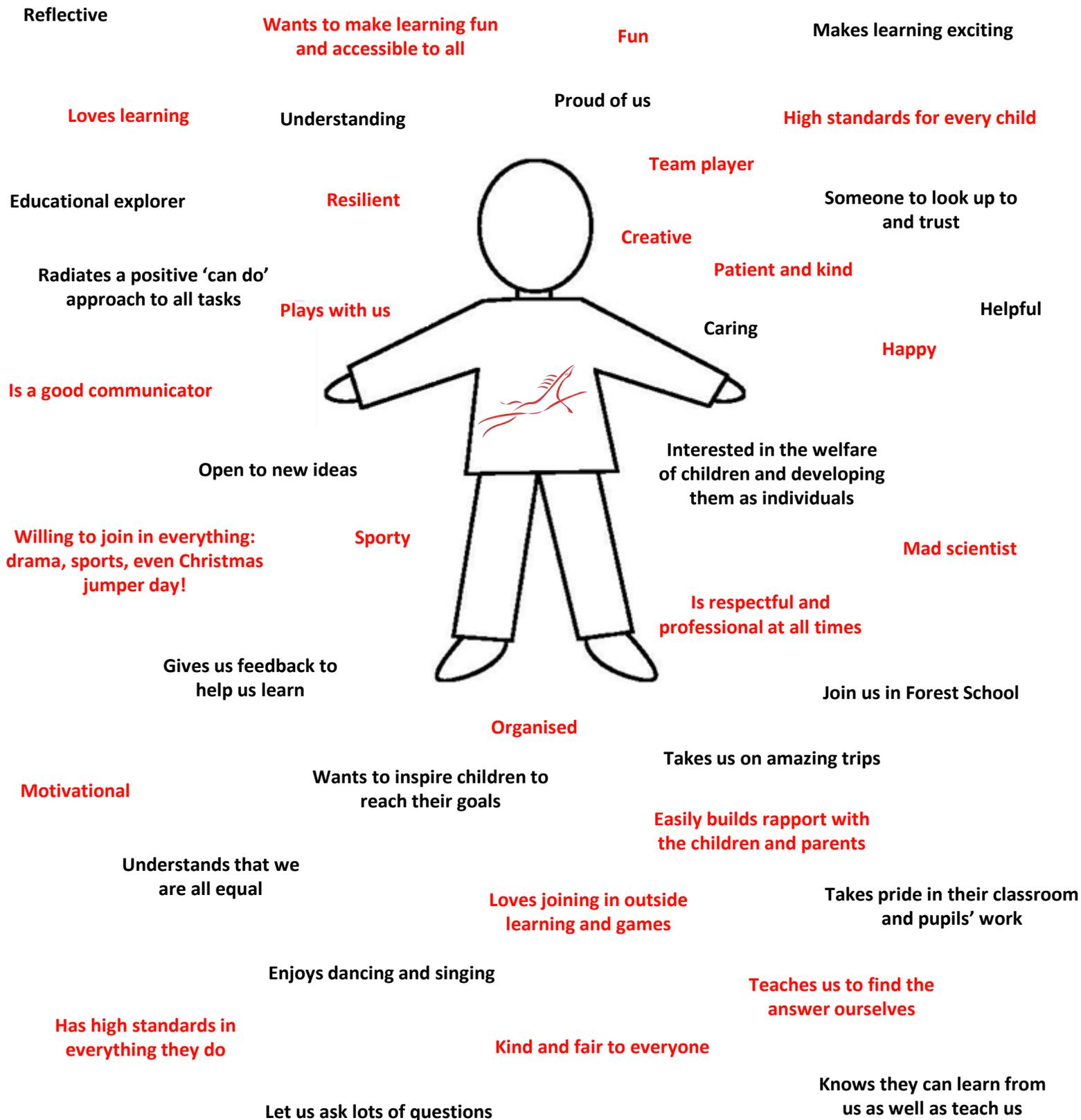


Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Evidence of good ICT, literacy and numeracy skills through an accredited qualification(s) 	<ul style="list-style-type: none"> Paediatric First aid qualification Food Hygiene Certificate (level 2) Relevant childcare qualification (Level 2 or 3)
Experience	<ul style="list-style-type: none"> Working with young children Leadership and supervisory experience 	
Knowledge	<ul style="list-style-type: none"> Knowledge of safeguarding procedures 	
Skills	<ul style="list-style-type: none"> Good communication and organisational skills Can effectively communicate and engage with children, parents and carers. 	
Attributes and Personal Qualities	<ul style="list-style-type: none"> Ability to work independently Good personal standards in terms of attendance, punctuality and meeting deadlines Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all pupils. Be self-motivated, adaptable and able to use own initiative. 	

ARE YOU THIS PERSON?



This is what our Governors, staff and pupils say about someone who could be a teacher at our school



APPLICATION AND CANDIDATE SELECTION PROCESS: OUR CANDIDATE CHARTER



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information
- give you the opportunity to ask questions – and we will ensure you get the answers you need
- respond to enquiries promptly and usually within 24 hours during the working week
- adopt a fair and consistent assessment process
- make sure you have all the documentation and details you need for an interview, well in advance
- provide you with real insight about what it's like to be part of our team
- ensure all offers are fair and equitable
- seek feedback on your experience at every opportunity, so we can continue to improve



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations
- provide open and accurate information when submitting an application
- always give yourself the best opportunity to succeed – research who we are and how we work
- let us know if situations change in relation to your interest – and help us understand why
- prepare yourself for interview and let us know how we can support you



Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding** You will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce



STAFF WELLBEING & BENEFITS



Skidders' Kent Primary School is committed to providing a healthy and caring environment that promotes and supports positive mental health and wellbeing for our pupils, staff and stakeholders. Positive mental health and wellbeing is vital to what we do at school; it underpins the crucial work carried out to support pupils and their families. As a School we are highly committed to supporting staff's mental health and wellbeing, to ensure that there is a positive and supportive workplace.

Outlined below are some of the ways in which staff are supported:

- Key staff are trained as Mental Health Leads within the Trust.
- An email protocol which supports communications only between the hours of 7am and 6pm
- A working on-site protocol which encourages everyone to be off-site no later than 6pm
- Random acts of kindness initiatives
- A commitment to support staff with personal issues and an empathetic approach to such events.

Pension Scheme Contributions

We offer a valuable pension package of benefits for members and their dependents of both the teachers and local government pensions schemes; generous employer contribution; tax relief on your contributions; flexibility to pay more or less in contributions; flexible retirement options.

Cycle to work

The Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Kent Rewards

Through Kent Rewards, employees are able to access a wide-range of discounts on high street and supermarket shopping, leisure facilities such as cinema and gym, and travel options such as holidays and hotel stays.

Onsite-gym

Staff have free use of The Skidders' Kent Academy's fitness suite and sports facilities

Education Sector benefits

Staff have access to the following programmes as part of their employment within the Education sector:

- Headspace, providing resources and research around mindfulness and meditation
- Spire Healthcare: Wellbeing and health promotion initiatives including full access to a dedicated Wellbeing website
- Nuffield Health Tunbridge Wells: 30% discount



EXPLANATORY NOTES



Skinner's' Kent Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aim of our Safer Recruitment Procedure is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a standard application form found on TES

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will normally be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues related to suitability to work with children.

Pre-employment checks

- An enhanced DBS check is required for all successful applicants;
- Prohibition, overseas and social media checks will also be completed.

HOW TO APPLY



The closing date for applications is **Friday 6 March 2026 at 12 noon** with interviews commencing in the week beginning **9 March 2026**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Skinners' Kent Primary School will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact HR on **01892 553031** or **hr@skinnerskent.org.uk**.

We look forward to hearing from you

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