



THE FEDERATION OF  
LITTLE HALLINGBURY AND  
ST MARY'S HATFIELD BROAD OAK  
CHURCH OF ENGLAND PRIMARY SCHOOLS



## Casual Midday Assistant / Breakfast Club Assistant Vacancies

### Band 1 Pay Point 10

- **MDA session details: 12:00pm – 1:30pm**
- **Breakfast Club session details: 7.00am – 8.30am**

We are looking to appoint casual Midday Assistants and Breakfast Club Assistants in each of our Federation Primary schools.

These are casual positions, term time only, supporting to cover staff absence and / or increased breakfast club numbers at short notice.

Duties will include: setting up the lunch hall, supervising the children whilst they are eating their breakfast / lunch and then joining them in the playground to supervise outside play.

Successful applicants must possess good communication skills, be able to work as part of a team and show initiative.

Appointments will be subject to an Enhanced DBS and satisfactory references. If you are interested in applying for one of these vacancies please contact either school office for an application pack, or pick up a pack from either school office.

**The closing date for applications is  
Wednesday 16<sup>th</sup> May 2018**

**Interviews to be held the week beginning 21<sup>st</sup> May 2018**

**Executive Headteacher: Sonia Strickland**

#### **Little Hallingbury C of E Primary School**

Wrights Green Lane, Little Hallingbury, Bishop's Stortford, Herts  
CM22 7RE

Telephone: 01279 723382

Email: [admin@littlehallingbury.essex.sch.uk](mailto:admin@littlehallingbury.essex.sch.uk)

Website: [www.littlehallingburyschool.co.uk](http://www.littlehallingburyschool.co.uk)

**Chair of Governors: Susannah Dutton**

#### **St Mary's C of E Primary School**

High Street, Hatfield Broad Oak, Bishop's Stortford, Herts,  
CM22 7HH

Telephone: 01279 718267

Email: [admin@stmaryshbo.essex.sch.uk](mailto:admin@stmaryshbo.essex.sch.uk)

Website: [www.stmaryshbo.org.uk](http://www.stmaryshbo.org.uk)



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**Job Description**

|                                   |  |
|-----------------------------------|--|
| <b>Job Title</b>                  | Breakfast Club Assistant   |
| <b>Grade</b>                      | Band 1   |
| <b>Reports to</b>                 | Headteacher & Deputy Headteacher   |
| <b>Liaison with</b>               | Pupils<br>Headteacher & Deputy Headteacher<br>Teaching staff<br>Catering And Caretaking Staff  |
| <b>Job Purpose</b>                | Acting as part of a team, to take care and control of all the children on the school premises during the morning Breakfast Club session.   |
| <b>Principal Accountabilities</b> | <ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>   |
| <b>Duties</b>                     | <ul style="list-style-type: none"> <li>Set up the dining hall / breakfast club area.</li> <li>To assist children in selecting their meal and to assist children with eating their meal if applicable.</li> <li>To clear tables when meals are finished and clear up any associated spillages.</li> <li>To implement and follow the school behaviour policy.</li> <li>To maintain the accident book &amp; behaviour</li> <li>Where necessary and appropriate to lead games and activities with the children.</li> <li>Maintain the Breakfast Club register ensuring maximum pupil numbers are not exceeded</li> <li>Liaising with the school office team</li> <li>To alert Deputy Headteacher of any concerns regarding an individual child or group of children</li> </ul>   |
| <b>General</b>                    | <ul style="list-style-type: none"> <li>To attend relevant training and meetings as required.</li> <li>To respect confidentiality at all times.</li> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul> |

## Person Specification – Breakfast Club Assistant

| General heading                        | Detail   |  |
|--|--|--|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience<br>Including relevant Food Handling & Hygiene certificate | Working with or caring for children  |
|  | Knowledge of relevant policies and procedures  | Knowledge of First Aid   |
|  | Literacy   | Basic reading and writing skills   |
|  | Numeracy   | Ability to count and undertake basic calculations  |
|  | Technology   | Ability to use basic equipment e.g. photocopier, video   |
| <b>Communication</b>                   | Written  | Ability to complete basic forms  |
|  | Verbal   | Ability to exchange routine verbal information clearly with children and adults  |
|  | Languages  | Seek support to overcome communication barriers with children and adults   |
|  | Negotiating  | Consult with children and other adults   |
| <b>Working with children</b>           | Behaviour Management   | Understand and implement the school's behaviour management policy  |
|  | SEN  | Understand and support the differences in children and adults and respond appropriately  |
|  | Curriculum   | Understanding of games and activities which support learning   |
|  | Child Development  | Understanding of the way in which games and activities can help children develop   |
|  | Health & Well being  | Understand the importance of physical and emotional wellbeing  |
| <b>Working with others</b>             | Working with partners  | Understand the role of others working in the school  |
|  | Relationships  | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|  | Team work  | Ability to work effectively with other adults in the school  |
|  | Information  | Ability to provide timely and accurate information   |
| <b>Responsibilities</b>                | Organisational skills  | Good organisational skills   |
|  | Time Management  | Ability to manage own time effectively   |
|  | Creativity   | Ability to follow instructions   |
| <b>General</b>                         | Equalities   | Demonstrate a commitment to equality   |
|  | Health & Safety  | Basic understanding of Health & Safety   |
|  | Child Protection   | Understand and implement child protection procedures   |
|  | Confidentiality/Data Protection  | Understand procedures and legislation relating to confidentiality  |
|  | CPD  | Be prepared to develop and learn in the role   |