**St. Michael’s CE Primary School**

Job Description and Specification

**Breakfast Club Worker**

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**St Michael’s Church of England Primary School. This is an exciting opportunity to join a vibrant and welcoming community rooted in Christian faith and dedicated to the academic, personal, and spiritual flourishing of every child.**

We are seeking a caring, reliable and enthusiastic breakfast club worker to join our friendly wrap around team, who is committed to upholding and actively promoting our Christian ethos.

Our Breakfast Club provides a warm, welcoming start to the day for children aged 4–11. You’ll help create a calm, inclusive, and fun environment where pupils can enjoy breakfast, socialise, and prepare positively for learning.

The ideal candidate will be friendly, patient, and able to build supportive relationships with children and families. Experience of working with primary-aged children is desirable, but most important is a nurturing approach and commitment to the school’s Christian values of **Love, Serve, Grow**.

If you are looking for a rewarding part-time role that helps make mornings brighter for our pupils, we’d love to hear from you.

St Michael’s is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals’ race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Our school is committed to safeguarding and promoting the welfare of children, and we rigorously apply safer recruitment practices to ensure that only individuals with the highest standards of integrity and intent join our team. This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate.

Visits are encouraged so please contact us to arrange an appointment by phone on 02088747786 or by email to [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk)

**Closing Date for applications: Tuesday 4th November 2025 at Midday**

**Short Listing: Wednesday 5th November 2025**

**Interviews and Observations: Thursday 6th November 2025**

**Required for: January 2026**

***Please note:*** *the personal statement of your application must address each element of the Personal Specification on the last page with supporting evidence. Previous applicants need not apply.*

*In addition, we only consider applications made on the SDBE Application Form – click this link* [*SDBE Application Form*](https://docs.google.com/document/d/16CpplCK_uveISpiRn4FAfTHa5QYj-ozw/edit?usp=drive_link&ouid=105946571795444519881&rtpof=true&sd=true)*. Download this form, complete your application and return it to* [*info@stmichaels.wandsworth.sch.uk*](mailto:info@stmichaels.wandsworth.sch.uk)

# Job Description

**Job Title:** Breakfast Club Worker

**Salary:** 1C Spine point 2

**Hours:** 7:30am to 9am (7.5 hours per week)

**Contract Type:** Permanent (Term Time Only)

**Reporting to: Breakfast Club Manager**

**Role Purpose and Ethos**

As a Breakfast Club Worker, you will help deliver a safe, welcoming, and positive start to the day for pupils aged 3–11. You will support the serving of breakfast, promote positive social interactions, and prepare children for a smooth transition into the school day. Your work will reflect the school’s Christian values of Love, Serve, Grow, creating an atmosphere of care, respect, and encouragement.

**Key Responsibilities**

**Pupil Support and Wellbeing**

You will:

* Welcome pupils warmly and help them settle into the morning routine.
* Supervise and engage children in quiet, calm, and purposeful activities before school begins.
* Support pupils’ personal, social, and emotional needs, ensuring a positive start to the day.
* Model and promote positive behaviour in line with the school’s Behaviour Policy and Growth Mindset approach.
* Observe and report any concerns about wellbeing, attendance, or safeguarding to the Manager or DSL.

**Activity Delivery and Environment**

You will:

* Prepare and clear the space before and after the session.
* Assist in serving and supervising breakfast, following food hygiene and allergy procedures.
* Ensure all pupils have access to inclusive, enjoyable experiences that support social development.
* Contribute ideas to improve the Breakfast Club provision.

**Health, Safety, and Safeguarding**

You will:

* Follow all school policies on safeguarding, health and safety, first aid, and food hygiene.
* Conduct visual risk checks before sessions and report any hazards.
* Administer first aid as required and record incidents appropriately.
* Maintain cleanliness and hygiene in all areas used.

**Communication and Teamwork**

You will:

* Work closely with the Wraparound Care Manager and other staff to ensure smooth handover of pupils into class.
* Communicate with parents and staff courteously and professionally.
* Participate in team meetings, training, and reviews as required.

**Inclusion and Equality**

You will:

* Promote inclusive practice at all times, ensuring every child feels valued and supported.
* Adapt support for children with SEND, EAL, or other additional needs.
* Ensure breakfast provision reflects and celebrates the diversity of the school community.

**Training and Professional Conduct**

You will:

* Attend training in safeguarding, first aid, food hygiene, and other relevant areas.
* Uphold the school’s Staff Code of Conduct and maintain confidentiality.
* Undertake other reasonable duties as directed by the Manager or Headteacher.

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications  and training** | * Good standard of literacy and numeracy, * Willingness to undertake training in safeguarding, first aid, and food hygiene. | * Relevant childcare qualification (e.g. NVQ Level 2/3 in Playwork, Early Years, or similar) |
| **Experience** | * Experience working or volunteering with children aged 4–11. * Experience supporting children’s wellbeing or development in a group setting. | * Experience working in a school, nursery, or wraparound care setting.• Experience supporting children with SEND or additional needs. |
| **Skills and knowledge** | * Understanding of child development and the importance of play and social interaction. * Awareness of safeguarding, health and safety, and inclusion principles. * Ability to communicate clearly with children and adults. * Ability to work calmly under pressure and use initiative. | * Knowledge of food hygiene and allergy awareness. |
| **Personal qualities** | * Warm, caring, and patient manner. * Reliable and punctual. * Positive attitude and team spirit. * Committed to the school’s Christian ethos and values of Love, Serve, Grow. * Flexible and willing to support wherever needed. |  |