



Breakfast Club Supervisor

Fixed Term Contract – to 31st March 2025

Term Time only

Part time hours 6.5 hours per week

Band 1 point 2

[£22,366 [FTE] per annum (£3,245 pro rata)]

Seghill First School is a small school set in the heart of the community that it serves. Our children have very positive attitudes and a distinct pride in our school. Our staff and governors are dedicated, hard-working and absolutely committed to providing the best possible education for our children. Further information about the school can be found on our website;

<http://www.seghill.northumberland.sch.uk/web/>

An exciting opportunity has arisen and the governors of this happy and successful school want to appoint a highly motivated, hard-working, welcoming and enthusiastic **Breakfast Club Supervisor** to join our friendly and dedicated team.

Duties will include making and serving breakfasts, organising play areas, materials and equipment; planning activities to create and develop a stimulating and fun environment; ensuring the children are supervised at all times; playing with the children; encouraging fair and caring behaviour; encouraging independence and self-esteem; ensure safeguarding procedures are adhered to; building effective relationships with the parents and carers; administering basic first aid as required and tidying up the room and equipment.

The successful candidate must:

- ideally have recent experience of working with childcare;
- have confidence in their own literacy and numeracy skills;
- have the highest expectations of pupil conduct and behaviour.

Due to the nature of the post, the weekly working pattern will be Monday to Friday 7:30am to 8:45am.

In return we can offer-

- an exciting opportunity to be a part of our nurturing community;
- a positive and caring ethos and culture;
- genuinely lovely children with positive attitudes;
- a team of hardworking and dedicated colleagues and governors.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the

Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Child Protection Policy and Employment of Ex-Offenders Policy can be found with the application pack online.

An online search will be carried out on shortlisted candidates, prior to interview.

Informal discussions or visits to the school prior to interview are encouraged. Please contact our Office Manager, Linsey Best to arrange a visit. Tel: 0191 237 0419.

Application forms can be downloaded from this website and are also available from the school by telephoning the school office.

Completed applications should be returned directly to the school addressed to Linsey Best by email to admin@seghill.northumberland.sch.uk

Closing Date: 12 noon on Friday 15 March 2024

Interviews will take places as soon as possible after this date.

Tracey Chappell
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