



All Saints C of E Primary School
COLLABORATIVE LEARNING TRUST



BREAKFAST CLUB ASSISTANT

INFORMATION FOR APPLICANTS

NJC A3 SCP 3-4

Actual Salary £2,736 - £2,779 per annum

5 hours per week, Term Time Only

Fixed Term until 31st August 2025

Required ASAP



COLLABORATIVE
LEARNING TRUST

Working Together to Secure Success

BREAKFAST CLUB ASSISTANT

Location: All Saints C of E Primary School

Contract: Permanent, 5 hours per week
Fixed Term until 31st August 2025

Closing Date: Tuesday 4th February 2025 at midnight

Selection Day: Friday 7th February 2025

BREAKFAST CLUB ASSISTANT

Thank you for your enquiry regarding this post.

Please look on the Trust's website for more information about the Trust

You will find in this booklet:

- Information about the post
- Information from the Headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

office@allsaints.bradford.sch.uk

The closing date for applications is **Tuesday 4th February 2025**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and the selection day will take place on **Friday 7th February 2025**.

Following the closing date, a recruitment panel will review the information provided on each application form and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested. The interview day may include completing a task as well as a formal interview.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

All Collaborative Learning Trust sites are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

We are wishing to appoint, as soon as possible, a committed and responsible breakfast club assistant to provide supervision and support throughout the duration of breakfast club.

INFORMATION FROM THE HEADTEACHER ALL SAINTS C OF E PRIMARY SCHOOL

Dear Applicant,

Thank you for your interest in joining All Saints C of E Primary School. It is an exciting time to be part of All Saints Church of England Primary School. We joined the Collaborative Learning Trust on 1st September 2022.

<https://collaborativelearningtrust.com> The Collaborative Learning Trust is a recently formed Multi-Academy Trust, founded on existing school partnerships in Yorkshire.

All Saints is a very large, thriving and diverse primary school near the centre of Bradford. We welcome children and families from around the world and seek to be a 'united, caring community of learners'. We are proud to be an 'excellent' church school and we strive to provide every child, regardless of their background or ability a high quality of education that ensures they flourish and are equipped for their next stage of education and life in modern Britain.

If you would like to learn more about life at All Saints Church of England Primary School, please explore our website and X feed. If you would like to arrange a visit, please contact the office: 01274 415222

I look forward to meeting you.

Kathryn Shaw

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: BREAKFAST CLUB ASSISTANT

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|------------------------|--|
| Name: | |
| Job Title: | Breakfast Club Assistant |
| Salary Grade: | NJC A3 SCP 3-4 |
| Contract Type: | 5 hours per week, Term Time Only Fixed Term until 31st August 2025 |
| Responsible to: | Headteacher |

PURPOSE OF JOB

To ensure the supervision and safety of children throughout the duration of breakfast club.

To maintain the confidential nature of information relating to the school, it's pupils, parents and carers.

General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

DUTIES

1. To take instructions from the Head teacher/ regarding the supervision of children throughout breakfast club.
2. To take a full role in the duties associated with the breakfast club i.e. shopping, food preparation, serving, washing up, cleaning down and following school policies on basic food hygiene.
3. Collecting and safely supervising children to and from teaching areas/sites.
4. Supervision and control of children during breakfast club.
5. Direct and instruct children to enable levels of independence to be gained.
6. Supervise all areas both inside and outside the breakfast room.
7. Leaving the areas used in a tidy condition (removal of spillage, handling case of illness, etc.).
8. Attend to the personal needs of children who are ill or have an accident during the period according to school procedure, reporting any serious accident to the designated 'first aider'.

9. Provide supervision of the children until the time when the class teacher resumes responsibility for them.
10. Ensure that children behave in a sensible and considerate manner in all school areas in line with the school's policy on positive discipline.
11. Plan and deliver activities to supplement the club i.e. aerobic, music and dance, sports, art or homework support.
12. Always follow school policy.
13. Act as a chaperone/escort on school mini bus journeys.
14. The post holder is required to carry out any such duties which the Head Teacher may reasonably direct from time to time.

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date.....

PERSON SPECIFICATION-BREAKFAST CLUB ASSISTANT

| | | | |
|--|--|---|-----------------------------------|
| Title of Post | Breakfast Club Assistant | | |
| Specification Prepared By | HR Assistant | | |
| Date | Jan 2025 | | |
| Qualifications | | Essential/ Desirable (E/D) | How identified |
| 1. | GCSE English and Maths at Grade A- C or equivalent e.g. Adult Literacy/Numeracy at Level 2 | D | Application and Selection process |
| Experience and Professional Development | | Essential/ Desirable (E/D) | How identified |
| 1. | Experience of working in a team situation. | D | Application and Selection process |
| 2. | Experience of working with or caring for children of relevant age. | D | |
| Knowledge | | Essential/ Desirable (E/D) | How identified |
| 1. | Understanding of child development and learning | D | Application and Selection process |
| Skills and Abilities | | Essential/ Desirable (E/D) | How identified |
| 1. | Good communication and problem solving. | E | Application and Selection process |
| 2. | Basic IT skills. | E | |
| 3. | Ability to work constructively as part of a team. | E | |
| 4. | Ability to remain calm under pressure. | E | |
| 5. | Demonstrate good co-operative, interpersonal and effective listening skills. | E | |
| 6. | Maintain confidentiality in matters relating to the school, its pupils, parents or carers. | E | |

| 7. | In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. | E | |
|----------------------------|---|---|-----------------------------------|
| Personal Attributes | | Essential/ Desirable (E/D) | How identified |
| 1. | Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/disabilities and potential high achievers | E | Application and Selection process |
| 2. | A commitment to continued professional development | E | |
| 3. | Professional demeanor and appearance with the ability to maintain confidentiality | E | |
| 4. | Commitment to upholding the school's aims, procedures and policies | E | |
| 5. | Boundless enthusiasm, determination and drive to inspire others to achieve high standards | E | |
| 6. | An appetite and stamina for challenging work. | E | |
| 7. | A personable nature to build effective relationships with parents and members of the school community. | E | |
| 8. | Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/disabilities and potential high achievers | E | |
| 9. | Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures | E | |
| Equal Opportunities | | Essential/ Desirable (E/D) | How identified |
| 1. | Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community | E | Application and Selection process |

| | | | |
|-------------------------------|---|---|--|
| 2. | Commitment to equal opportunities policies relating to all protected characteristic in an educational context | E | |
| Safeguarding | | Essential/ Desirable (E/D) | How identified |
| 1. | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | E | Selection process and completion of an Enhanced DBS check |
| 2. | Has appropriate motivation to work with children and young people and can relate to them | E | |
| 3. | Displays commitment to the protection and safeguarding of children and young people | E | |
| 4. | Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this | E | |
| Personal Circumstances | | Essential/ Desirable (E/D) | How identified |
| 1. | Legally entitled to work in the UK | E | ID |
| 2. | No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance | E | Completion of Criminal Background declaration and Enhanced DBS check |
| 3. | Willingness to complete a Pre-Employment Health Declaration if appointed | E | Pre-Employment Health Declaration |
| 4. | Willingness to work additional hours, occasionally, if required for the successful operation of the school | D | |

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting, then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



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A PROUD PART OF



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Working Together to Secure Success