

Breakfast Club Assistant

Candidate Information Pack

Closing Date: 12.00pm, Friday 6th March 2026



Contents

Welcome from the CEO	3
Welcome from the Head Teacher	4
Breakfast Club Assistant.....	5
Job Description	6
Person Specification	7
How to Apply	8
Employee Benefits.....	9

Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head Teacher

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post of Breakfast Club Assistant at Bader Primary School.

Bader Primary School is a two-form entry school situated in the heart of Thornaby-on-Tees, Stockton.

This is a fantastic opportunity to join a school within Spark Education Trust. We can offer you:

- Wonderful children with aspirations to achieve.
- Supportive parents who want to engage with school: who hold high aspirations for their children.
- An inclusive ethos where every member of the school community is valued.
- A school community in which relationships are positive, expectations are high, every single person is constantly learning.
- An environment in which you will see people smiling, staff working together, people who care for one another, and people who respect and trust one another.
- A school dedicated to the personal and professional development of all staff.

Our school encourages all pupils to be the best they can be and strive for success in all they do in their lives. Our values of 'Being Happy, Aiming High, Determination, Excellence and Respect' are promoted in everything we do where we aim to make learning exciting and enjoyable through an engaging, fun and relevant curriculum.

At Bader Primary School, we take our role to prepare our children for life in modern Britain very seriously and ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. This, along with being Gold accredited Rights Respecting School supports and prepares every child to make a positive contribution to our rapidly changing society.

If you possess the skills and dedication to contribute to our dynamic team, we look forward to hearing from you.

Best wishes

David Hodgson
Head Teacher

Breakfast Club Assistant

Job Title: Breakfast Club Assistant

Location: Bader Primary School (Thornaby)

Start Date: 20th April 2026

Actual Salary: £4,935 to £5,048 (Grade C, SCP 3)

Hours of Work: 8.75 hours per week, term time only (Monday to Friday)

Contract Type: Permanent

Closing Date: 12.00pm, Friday 6th March 2026

Interviews: Monday 16th March 2026

About the Role

We seek to appoint a Breakfast Club Assistant who will work to ensure the service operates within relevant legislation and regulations and ensure the children are safe and happy and that relevant educational and recreational activities take place.

About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to scolmer@bader.org.uk, addressed to Mr D Hodgson, Head Teacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Bader Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

POST TITLE:	Breakfast Club Assistant
GRADE:	C (SCP 3)
REPORTS TO:	Headteacher
MAIN PURPOSE:	Under the direct instruction of the Headteacher / Office Manager, will work to ensure the service operates within relevant legislation and regulations; the children are safe and happy and that relevant educational and recreational activities take place.

TASKS:

- To recognise that the safety, welfare and care of the children is the key part of your role
- To carry out a range of duties (preparing simple meals / snacks, serving food, clearing up, setting up play equipment, supervising play activities, storing away resources and other tasks as instructed by the Headteacher)
- To ensure that high standards of food hygiene are practised
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice
- Maintaining accurate records of attendance, registration, fees and any other service documentation in a secure manner ensuring retrieval of information in a timely manner
- Prepare rooms and resources in advance and ensure that play equipment, materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session
- To promote the social development of the children through a variety of play provision
- Ensure that the children use the play equipment correctly
- Administering basic First Aid where necessary
- To escort children from the club to their classrooms / playground and ensure safe delivery to the teachers
- To inform the office of any issues that may arise in relation to a child's attendance or payment at the club
- To take reasonable care of your own Health & Safety and co-operate with management, as far as is necessary to enable compliance with the School's Health & Safety rules and legislative requirements
- To undertake such personal training that may be deemed necessary to meet the duties of the post
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding and Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Induction/Basic skills • Willingness to work towards a relevant childcare qualification • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • First Aid training • The Support Work in Schools VQ (SWIS)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working in a similar environment providing educational and recreational activities or be able to demonstrate the necessary attributes to do this 	<ul style="list-style-type: none"> • Experience of working with school age children
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Be able to execute routine tasks on instruction • Be able to work as part of a team but also on own initiative • Basic record keeping skills • Adhering to confidentiality at all times • Ability to relate well to children and adults • Positive approach to customer care 	<ul style="list-style-type: none"> • Knowledge of children's dietary requirements and healthy eating • Knowledge of Child Protection • Knowledge of Health & Safety legislation
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Calm and confident demeanour • Polite and punctual • Reliable • Flexible approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to scolmer@bader.org.uk, addressed to Mr D Hodgson, Head Teacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Friday 6th March 2026

Interviews to be held: Monday 16th March 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.