



Ridgewell Church of England (VA) Primary School

Church Lane

Ridgewell

Halstead, Essex, CO9 4SA

Tel: 01440 785364

Email: admin.ridgewell@dcvst.org

Web: www.ridgewell.essex.sch.uk

Head Teacher: Mrs Kirsty Stuart

Job Advert Breakfast Club Assistant

Scale 2, Pts 3-4, commencing 5th January 2026

£24,795.90 - £25,185.00 FTE, Pro Rata Salary £4,193.32 – £4,259.12

Part-time – 8 month fixed-term contract

1.5 hours per day – 5 days per week

We're looking for an enthusiastic and approachable person to run a breakfast club in school every weekday morning. This is a fantastic opportunity for someone who loves making a positive difference and enjoys being part of a supportive, collaborative school community. If you're caring, adaptable, and excited to help children thrive, we'd love to hear from you!

This will initially be a fixed term contract running until 31st August 2026.

Ridgewell Church of England Primary School is a friendly village school 15 minutes from Halstead, Essex. We are very proud of our friendly, small school. Many visitors comment on the happy and warm feeling they get as they look around, and the children clearly care for one another.

Ridgewell is proud to be a church school. We have a strong Christian ethos and we always strive for success. We are an Academy and are part of the Diocese of Chelmsford Vine Schools Trust. At Ridgewell, every child is supported to achieve their best and to become an independent, ambitious learner with a spirit of adventure.

The successful candidate must:

- Be able to implement planned activities with a small group of primary school age children from 07:30am until 09:00am each morning.
- Set up and clear away each morning.
- Establish positive relationships with pupils.
- Display a professional attitude
- Prepare and serve simple healthy breakfasts in line with school and dietary guidelines.
- Remain calm under pressure
- Communicate well with parents, carers and members of staff, as well as pupils
- Be committed to supporting the values and ethos of our Church school.
- Optional – the candidate will have a certificate in Food Safety.

Ridgewell Primary School offers:

- friendly, polite and well-behaved children who enjoy learning
- a welcoming school with a friendly and dedicated team
- support and professional development opportunities
- a happy working environment

Detailed information about the position can be found in the attached Key Information Sheet and job description / person specification.

Visits to the school are highly encouraged and warmly welcomed. Please email Kirsty.stuart@dcvst.org to arrange a visit.

The closing date for applications is **Midnight on 17th December 2025**.

Interviews will be held - **TBC**

The position start date is **5th January 2026 (or sooner if applicant available)**.

Shortlisted candidates will receive an invitation to interview.

Only shortlisted candidates will be contacted.

Ridgewell Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance and satisfactory references.