



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Breakfast Club Lead

Recruitment Pack

St James CofE Junior School





Dear Applicant,

Thank you for your interest in the post of Breakfast Club Lead.

St James CofE Junior School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website <https://www.st-james-junior.co.uk/> and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 18<sup>th</sup> May 2026 at Midday. Interviews are scheduled the week commencing 18<sup>th</sup> June 2026. With a start date of Tuesday 1<sup>st</sup> September.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Mrs E Gardiner  
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

### **Breakfast Club Lead**

A Breakfast Club Lead manages the daily operations of a school-based morning club, ensuring a safe, welcoming, and stimulating environment for children before school starts. Key duties include preparing breakfast, organising activities, managing staff, ensuring health and safety compliance, and maintaining registers.

The post is offered as a salary of NJC Grade 2 on a permanent basis.

This is a part-time post for 3.75 hours a week, Monday to Friday 7:45am-8:30am.

Further details and an application form can be downloaded from the vacancy area of our website <https://www.dgat.org.uk/vacancies>

If you would like an informal conversation about the role, please contact Sarah Wheeler on [finance@sjjs.dgat.org.uk](mailto:finance@sjjs.dgat.org.uk) or 01452 520714.

Closing date for applications is **18<sup>th</sup> May 2026 at midday.**

### **Other information that might help you decide if this is the role for you**

Usual working days and times:	Monday – Friday, 7:45-8:30am
Work environment	Classroom, school environment
Dress code:	Smart/Casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p>



Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### *Our vision is to enable all to flourish.*

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### *Our aims are to be:*

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### *Our core principles:*

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### *School is Trust and Trust is School*

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance



## Job Description

Job Title:	Breakfast Club Lead
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Permanent

## Overall purpose of this post

A Breakfast Club Lead manages the daily operations of a school-based morning club, ensuring a safe, welcoming, and stimulating environment for children before school starts. Key duties include preparing breakfast, organising activities, managing staff, ensuring health and safety compliance, and maintaining registers.

- **Safeguarding & Health:** Maintain high standards of hygiene, supervise food preparation, and adhere to all child protection policies, including reporting any concerns to the senior leadership team.
- **Child Supervision & Activity Planning:** Plan and implement varied, engaging, play-based activities and supervise children during outdoor or indoor activities.
- **Breakfast Service:** Organise, prepare, and serve healthy food options, encouraging healthy eating habits.
- **Administration & Finance:** Keep accurate daily attendance registers, manage food supplies/equipment.
- **Communication:** Act as the primary contact for parents regarding children's wellbeing and liaise with school leadership regarding club performance

## Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required.



The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the school	X	
Committed to the school's vision	X	
<b>Experience</b>		
Previous experience in a childcare or school setting, specifically in a supervisory role	X	
<b>Skills &amp; Experience</b>		
Sound knowledge of health and safety regulations (food hygiene) and Safeguarding procedures	X	
Basic food management	X	
<b>Personal qualities</b>		
Ability to engage positively with children		
A patient and caring attitude		
Good interpersonal skills with parents and staff		