



VACANCY

SUPERVISORY ASSISTANT (BREAKFAST CLUB)

Fixed term contract until July 2026 - then will be reviewed and may become permanent.

Grade 1 (SCP 3) £24,796 per annum pro-rata for part time and term-time only.

5.00 hrs per week - Breakfast Club

Tudhoe Colliery Primary School is one of seven schools that form part of Tudhoe Learning Trust. We are looking to appoint an enthusiastic and caring Supervisory Assistant to join our team at the school. The post will commence on as soon as recruitment checks are completed.

The successful candidate will be available to work during term time:

- 7:40am until 8:40am Monday to Friday for the Breakfast Club

The role involves helping to care for the children and supervise breakfast time.

Duties to include:

- Supervising the washing of hands and entry of the children into the dining hall
- Help prepare and serve meals
- Assisting pupils where necessary
- Developing and encouraging good table manners
- Actively encouraging pupils in safe, enjoyable games
- Being responsible for the care and supervision of the children before, during and after the meal
- To ensure the health and safety of all children in the club including assisting in the accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.

Employee benefits include: -

- Local Government Pension Scheme (LGPS)
- Cycle to work scheme
- Simplyhealth
- Employee Assistance Programme
- Employee discounts
- Extensive CPD and upskilling opportunities

Closing date for applications:

20th April 2026 (noon)

Interviews will be held on:

23rd April 2026

Tudhoe Learning Trust is committed to providing opportunity for all and creating a balanced and diverse workforce that represents the communities it serves. Applications from all communities are positively welcomed. Applicants who identify themselves as disabled will receive an interview provided, they meet minimum criteria. The Trust is committed to promoting the

welfare of and safeguarding all children in its schools and expects all staff and volunteers to share this commitment. These posts are subject to satisfactory references, online searches and you will be required to apply for an enhanced DBS.

For more information about the role, school or Trust please contact Miss Alison Boustead, Head Teacher on 01388 814399. An application pack for the post is available via this website. Application forms should be returned to the Trust HR Manager via email at Recruitment@tudhoelearningtrust.co.uk.

Calculation of term time only

Term time only plus is calculated based on the following:

- Number of 'teaching' weeks - 39 weeks; plus
- Public (bank) holidays - 1.6 weeks (8 days); plus
- Individual leave entitlement - 5.4 weeks (26 days) or 6.4 weeks (31 days)

Individual leave entitlement is calculated on the length of continuous service. Employees with less than 5 years' service will receive 26 days annual leave. Employees with more than 5 years' service will receive 31 days annual leave. For example:

Calculation for employees with less than 5 years' service:

39 weeks (term time) + 26 days (annual leave) + 8 days (public holidays) = 45 weeks' pay, to be paid in 12 equal monthly instalments

Calculation for employees with more than 5 years' service:

39 weeks (term time) + 31 days (annual leave) + 8 days (public holidays) = 46 weeks' pay, to be paid in 12 equal monthly instalments