



***'Exploring and Learning Together, Inspiring Each Other'***

27<sup>th</sup> June 2022

Dear Candidate

**Re: Breakfast Club Supervisory Assistant/ Breakfast Club Coordinator**

Thank you for your interest in our vacancy for a Breakfast Club Supervisory Assistant or Breakfast Club Coordinator. I have pleasure in sending you an application form, further information about the vacancy, and what it's like working in our school.

For those prospective candidates who live outside the area, Stanford Infants is on the Brighton/Hove border in the creative Prestonville area where many of the open houses for the Brighton Festival are located. Stanford Infants is a popular school, which serves a community of enthusiastic children and their supportive families. We have a very good reputation for the arts and our parents play a big part in the creative energy of the school and are always very enthusiastic about special events and visits.

Our Breakfast Club is very popular and successful. We are keen to appoint a fun, caring assistant to join our team at Breakfast Time! We are a lively, friendly team who enjoy each other's company.

I hope you find the pack useful. Please ring if you need any further information. We welcome visits, so do ring for an appointment. For further information about our school you may wish to view our Ofsted (February 2007) Report – there is a link on our website [www.stanfordinfants.co.uk](http://www.stanfordinfants.co.uk)

The closing date for applications is Friday 15<sup>th</sup> July by noon.  
All email applications will be acknowledged.  
Interviews will take place the week commencing 18<sup>th</sup> July.

Yours faithfully

Madeleine Denyer  
Head Teacher

## IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

**BRIGHTON & HOVE CITY COUNCIL**  
**JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Breakfast Club Supervisory Assistant  
**GRADE:** 3  
**DIRECTORATE:** Children & Young People's Trust  
**SECTION:** Stanford Infant School

**Purpose of the Job**

To be responsible for the supervision of children at Breakfast Club and to ensure that each child has an enjoyable, safe and relaxed start to the day and eats a healthy breakfast before school begins.

**Principal Accountabilities**

- To provide high quality care and a range of activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- To liaise with parents/carers when they drop off their child, take and pass on messages to other staff, and to use this contact time to make opportunities to develop a rapport.
- To prepare and serve a healthy breakfast for children attending the Breakfast Club, encouraging good nutrition and healthy eating.
- To deliver activities which encourage imagination, independence and social skills and that recognise that children need a calm environment at the start of the day.
- To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.
- To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy procedures; where necessary to report difficulties to the line manager.
- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures.
- To have knowledge of individual pupils special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.
- To tidy up after the club, packing away all equipment including tables and chairs, and cleaning up any spillages or rubbish in order to leave the school hall ready for general uses.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

	<b>Essential Criteria</b>
<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or two year’s relevant experience</li> <li>• Excellent understanding of the needs of young children</li> <li>• Knowledge of relevant legislation and guidance including Children Act 1989, National Day Care Standards, Foundation Stage Curriculum</li> <li>• Knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)</li> <li>• Knowledge of child protection issues and procedures</li> <li>• Knowledge of equalities issues and implementation and development of equalities practices</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two years’ experience in early years settings /play environments of providing care and education to children from a wide range of backgrounds</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with and listen to a wide range of people</li> <li>• Ability to observe and assess children’s development</li> <li>• Possess a warm and positive approach to children</li> <li>• Ability to develop good working relationships with parents and other service providers</li> <li>• Ability and flexibility to cope with changing needs and demands</li> <li>• Ability to plan and organise activities</li> <li>• Ability to work to time constraints</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy</li> </ul>

BRIGHTON & HOVE CITY COUNCIL  
**JOB DESCRIPTION**

**Job Title:** Breakfast Club Co-Ordinator

**Reports to:** Headteacher

**Department:** Children and Young People's Trust

**Section:** Stanford Infant School

**Purpose of the Job**

To ensure the smooth running of the Breakfast Club, co-ordinating the work of the Breakfast Club Assistants and participating in all activities as one of the team.

To be responsible for the supervision of children at the Breakfast Club to ensure that each child has an enjoyable, safe and relaxed start to the day and eats a healthy breakfast before school begins.

**Principal Accountabilities**

- To provide high quality care and a range of activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- To book staff, arrange cover for absent staff, and to delegate work to the Breakfast Club Assistants ensuring that all administrative records are completed to a suitable standard and important information is shared and passed on appropriately.
- To plan healthy meals for each day and purchase food shopping for the club from the local supermarket, ensuring that the food shop reflects the National Guidelines for Healthy Eating.
- To liaise with parents /carers when they drop off their child, take and pass on messages to other staff, and to use this contact time to make opportunities to develop a rapport.
- To register children on arrival, take payment for the session, keep a suitable record of the money received and be responsible for the money until it can be handed to the school office.
- To prepare and serve a healthy breakfast for children attending the Breakfast Club, encouraging good nutrition, posture, eating habits and healthy eating.
- To deliver activities which encourage imagination, independence and social skills and that recognise that children need a calm environment at the start of the day.
- To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.
- To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy and child protection procedures; where necessary to report difficulties to the line manager.
- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures and recording relevant information in the child's individual file.
- To have knowledge of individual pupils special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.
- To tidy up after the club, packing away all equipment including tables and chairs, and cleaning up any spillages or rubbish in order to leave the school hall ready for general use.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

**PERSON SPECIFICATION**

**Post Title:** Breakfast Club Co-ordinator  
**Department:** Children and Young People's Trust  
**Section:** Stanford Infant School

**Essential Criteria**

**Job Related Education, Qualifications and Knowledge**

- NVQ Level 3 in relevant childcare qualification
- Excellent understanding of the needs of young children
- Knowledge of relevant legislation and guidance including Children Act 1989, National Day Care Standards, Foundation Stage Curriculum
- Knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)
- Knowledge of child protection issues and procedures
- Knowledge of equalities issues and implementation and development of equalities practices

**Experience**

- At least two years' experience in early years settings /play environments of providing care and education to children from a wide range of backgrounds, including those with special educational needs

**Skills and Abilities**

- Ability to communicate with and listen to a wide range of people
- Ability to observe and assess children's development
- Possess a warm and positive approach to children
- Ability to develop good working relationships with parents and other service providers
- Ability and flexibility to cope with changing needs and demands
- Ability to plan and organise activities
- Ability to supervise large groups of children
- Ability to delegate tasks and to co-ordinate the work of other staff
- Ability to undertake basic administrative duties e.g. completing records of attendance / incident records

**Equalities**

- Ability to work to time constraints
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.



## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Standard and Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.