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Headteacher: Mr Tim Beavan

## Breakfast Club Supervisor

**Salary:** RBWM Scale 2b, Point 3 — £13.81 p/h, £3,978 per annum. *April 2026 pay award pending.*

**Hours:** 7.30 - 8.45am, 5 days a week, term time only

**Required to start:** 13<sup>th</sup> April 2026.

### About the Role:

Wessex Primary School is seeking a highly organised, enthusiastic and caring Breakfast Club Supervisor to lead and manage our successful Breakfast Club provision for children aged 4–11.

This is an exciting opportunity for someone who enjoys working with children and is ready to take responsibility for the smooth day-to-day running of the club. You will create a calm, welcoming and structured start to the school day, ensuring children feel safe, supported and ready to learn.

### Key Responsibilities:

- Lead and manage the daily operation of the Breakfast Club
- Supervise and support Breakfast Club staff, ensuring high standards of care
- Provide a safe, nurturing and stimulating environment that promotes positive free play
- Organise age-appropriate activities
- Prepare and serve breakfast in accordance with food hygiene and health & safety regulations
- Ensure food is stored appropriately and supplies are maintained
- Support children with additional needs or special dietary requirements
- Maintain accurate registers, accident and incident records
- Promote positive behaviour in line with the school's Behaviour Policy
- Administer First Aid where required
- Liaise professionally with parents and carers
- Ensure safeguarding procedures are rigorously followed

The role involves setting up and clearing the club area and will require standing for the duration of the session.

### We Are Looking for Someone Who:

- Has experience working with primary-aged children
  - Demonstrates strong organisational and leadership skills
  - Is calm, patient and able to manage behaviour confidently
  - Communicates effectively with children, staff and parents
  - Has a good understanding of safeguarding responsibilities
  - Is reliable, punctual and able to work independently
  - Is willing to undertake relevant training (e.g. safeguarding, food hygiene, first aid)
- A First Aid qualification and previous supervisory experience would be desirable, though training can be provided.



## What We Offer:

- A warm, inclusive and supportive school community
- Happy, polite and motivated pupils
- A collaborative and friendly staff team
- Opportunities for professional development
- A strong commitment to safeguarding and staff wellbeing
- Free Breakfast Club access for children of Wessex employees

## Internal Application Process

This vacancy is being offered internally to existing staff only.

If you are interested in applying for this role, please contact Mrs Sharon Robinson by 5th March 2026 to express your interest.

*Wessex Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to meet the person specification and will be subject to pre-employment checks, including an enhanced DBS check, health clearance and satisfactory references.*

