

St Adrians Close, Cox Green, Maidenhead, SL6 3AT
Telephone: 01628 626724
E-mail: office@wessexprimary.org
Website: www.wessexprimary.org



Headteacher: Mr Tim Beavan

Breakfast Club Assistant

Salary: RBWM Scale 2a, Point 2 — £13.60 p/h, £3,133 per annum. *April 2026 pay award pending.*

Hours: 7.45 - 8.45am, 5 days a week, term time only

Required to start: 13th April 2026.

Closing date: 13th March 2026 **Interviews:** W/C 16th March 2026

About the Role:

Wessex Primary School is seeking a reliable, caring and enthusiastic Breakfast Club Assistant to manage the day-to-day running of our Breakfast Club provision for children aged 4–11.

This is a fantastic opportunity to play an important role in ensuring our pupils start their day in a safe, happy and nurturing environment. You will organise and supervise engaging activities, provide breakfast in line with health and hygiene standards, and create a positive atmosphere where children feel valued and ready to learn.

The role involves standing for the duration of the session and setting up and clearing the dining/club areas.

Key Responsibilities:

- Organise and manage the daily operation of the Breakfast Club
- Provide a safe, stimulating and inclusive environment that promotes free play.
- Prepare and serve breakfast in line with food hygiene and health & safety regulations.
- Support children with special dietary requirements or additional needs.
- Maintain accurate registers and incident records.
- Supervise behaviour in line with the school's Behaviour Policy
- Administer First Aid and follow accident/incident procedures as required.
- Set up, clean and tidy the club and dining areas.
- Communicate effectively with parents/carers and colleagues.
- Remain vigilant to safeguarding concerns and follow school safeguarding procedures.
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We Are Looking for Someone Who:

- Is patient, positive, reliable and well organised.
- Enjoys working with young children and can build positive relationships.
- Can manage behaviour calmly and consistently.
- Understands basic hygiene and health & safety requirements.
- Is able to switch between tasks and respond to interruptions.
- Communicates clearly and professionally with children, parents and staff.
- Is willing to undertake relevant training (e.g. safeguarding, first aid, food hygiene).
- No specific qualifications are required; however, experience of working with children is essential.



What We Offer:

- A warm, caring and welcoming school community
- Polite, motivated and happy children
- A supportive and collaborative staff team
- A commitment to ongoing professional development
- A strong safeguarding culture
- Free Breakfast Club access for children of Wessex employees

Visits to the school are warmly welcomed. To arrange a visit or request further information, please contact: Mrs Sharon Robinson, Business Manager, on 01628 626724 or email finance@wessexprimary.org.

Application form and more information can be found on our school website : <https://wessex-primary-school.secure-primariesite.net/vacancies/>

Please send completed application forms to finance@wessexprimary.org

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.

