

## Breakfast Club Assistant

### Lulworth and Winfrith CE Primary School

5 hours, Mon – Fri (7.30am – 8.30am)\*\*

Term Time only, not working inset days (38 working weeks)

Salary: Grade 4 SCP 3-5 £12.85 - 13.26 per hour

Actual Salary: £2,808 - £2,935 per annum pro rata

Commencing asap, Initially Fixed Term until 31<sup>st</sup> August 2026, to be reviewed

**\*\*Job share opportunity will be considered if candidates cannot work all shifts**

Nestled in the heart of Dorset's stunning countryside, close to the world-famous Lulworth Cove and Durdle Door, Lulworth and Winfrith CE Primary School offers a warm, nurturing environment where every child can thrive. As a small, rural, Church of England school, we pride ourselves on our strong sense of community and our Christian values of Belief, Fellowship, and Harmony. Our split-site setting provides dedicated spaces for Early Years and Key Stage 1 in Winfrith Newburgh, and Key Stage 2 in West Lulworth, ensuring tailored learning experiences for all ages. We are committed to delivering high standards of teaching and learning, enriched with cultural experiences, sporting opportunities, and spiritual growth. At Lulworth and Winfrith, children are happy, engaged, and inspired to reach their full potential. We have an opportunity for someone to join our popular pupil Breakfast Club team who are currently based at the Winfrith Site.

Please visit our websites for further information about the schools

<https://www.lulworthwinfrith.dorset.sch.uk/>

For more information about the role or to arrange a visit to the school, please contact the Headteacher, Ellie Griffiths, on 01929 462569.

**All applicants:** Please send a completed application form to: [lwps.office@coastalpartnership.co.uk](mailto:lwps.office@coastalpartnership.co.uk)

**Closing Date:** We will shortlist applications as we receive them, so please apply at your earliest convenience. This recruitment will remain open until the post is filled

**Interviews:** TBC

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted from external candidates.**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.*

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

#### Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



## Job Description      **Wrap Around Childcare Assistant**

Start Date:	December 2025
Responsible to:	Headteacher
Location:	Lulworth & Winfrith CE Primary School
Grade:	Grade 4 SCP 3-5 (£12.85 - £13.26 per hour)
Hours of work:	5 hrs per week (exact hours to be discussed at interview)
Contract Type:	Fixed Term
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

- To work as part of the Wrap-Around Care Team
- To provide safe, high-quality care for young children whilst maintaining a stimulating and enjoyable environment.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

### Main Duties & Responsibilities

- Set up a welcoming environment for children and other adults.
- Preparing (if necessary) and distributing light snacks to the pupils
- Be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits and experience.
- Be responsible for ensuring children are signed in and out of school appropriately
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Regularly utilising appropriate behaviour management skills in line with the school's relevant policies, as well as those skills necessary to promote children's thinking.
- Working to establish a supportive relationship with the children and parents concerned.
- Liaising with parents/carers and ensuring each child's needs are recognised and met.
- To advise the DSL of any concerns e.g. over children, child protection, parent/carers or the safety of equipment, preserving confidentiality as necessary.
- To be aware of special needs a child may have and to familiarise oneself with relevant play and learning plans.
- To care for children, offering an appropriate level of support and stimulation.
- To attend staff training courses as and when required.
- To undertake any other reasonable duties as directed by the Headteacher.

### Additional Information

- It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions and policies of the school and Coastal Learning Partnership; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's procedures.

### Work Environment

- The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- The post holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities. There may be an occasional need to physically support pupils for safety or care needs.
- The post holder will be expected to model excellent behaviours and challenge behaviour of pupils when not meeting these standards.
- There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.

### Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Headteacher will undertake to arrange this, where possible, on request.

### Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To support the school's policy and procedure for safeguarding children.
- Be aware of the current responsibilities outlined in Keeping Children Safe in Education and undertake annual safeguarding training.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

## Person Specification

## Wrap Around Childcare Assistant

Criteria	Essential	Desirable
Qualifications:		<ul style="list-style-type: none"> <li>GCSE Maths and English grades A-C or equivalent</li> <li>Basic First Aid training</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>Proven experience of working collaboratively as part of a team</li> <li>Proven experience of working with young children in a working environment</li> </ul>	
Professional knowledge:	<ul style="list-style-type: none"> <li>An awareness of safeguarding issues and the importance of healthy eating</li> </ul>	<ul style="list-style-type: none"> <li>A firm understanding of learning needs of young children</li> </ul>
Professional skills & abilities:	<ul style="list-style-type: none"> <li>Proven ability to maintain confidentiality at all times</li> <li>High level of commitment to work within the parameters of school policies and procedures, including those for health and safety, equal opportunities and child protection</li> <li>Ability to communicate effectively</li> <li>Proven high level of versatile interpersonal skills executed in a calm manner</li> <li>Proven ability to form professional, productive relationships with children, parents, colleagues and supporting outside agencies</li> <li>Proven ability to multi-task as the need arises</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	
Qualities & Attitudes	<ul style="list-style-type: none"> <li>Willing to undertake training as required, eg basic first aid, food hygiene</li> </ul>	
Other	<ul style="list-style-type: none"> <li>Ability to work with and control children showing care and understanding</li> <li>Able to exert moderate physical effort; crouching or bending when working with pupils.</li> </ul>	

Whilst originally based at Lulworth & Winfrith CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.