



Breakfast Club Assistant Job Summary

7 hours and 30 minutes per week - 7:15am - 8:45am (Monday, - Friday)

Payscale 4 - £4,308

38 weeks of the year - term time only

Start Date: 5th January 2026

We are looking to appoint a hardworking and enthusiastic member of staff to support our expanding wrap-around care breakfast club at Our Lady of Lourdes Primary School and Nursery, which is a member of the Assisi Catholic Trust.

The successful candidate will:

- Supervise children to serve their own breakfast and prepare their breakfast foods
- Ensure that pupils work/play together in a structured and secure environment.
- Ensure the care of pupils who are injured or unwell.
- Give comfort to distressed pupils.
- Occasionally work 1:1 with children and in small groups.
- Uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- Supervise activities for pupils in playground/field areas
- Ensure a smooth and timely end to the club and supervise the safe exit of pupils from the site or to class.

What the school can offer:

- Recognition of continuous service
- Automatic enrolment into the Local Government Pension Scheme

Headteacher: Mrs Sally Nutman

Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.



Our Lady of Lourdes Catholic Primary School & Nursery

Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS

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office@ourladyoflourdes.southend.sch.uk

- Excellent CPD opportunities
- Career progression throughout the Trust, with the ability to progress in other schools
- The support of an experienced family of schools
- Excellent behaviour management policy to support all staff

If you feel the position would suit you, and you have the passion, drive and commitment to work with us to make all aspects of our school outstanding, please apply now – an application form is available on request from sdaves@assiscatholictrust.com

As a trust, we welcome applications from colleagues from all backgrounds.

Our Lady of Lourdes Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In compliance with safer recruitment procedures and guidelines, all applications must be made on our formal application form, CVs will not be accepted. This appointment will be subject to pre-employment checks including an enhanced disclosure from the Disclosure and Barring Service and satisfactory references. The Assisi Catholic Trust is an equal opportunities employer.

Closing date:

Interview date: Our Lady of Lourdes Primary School and Nursery is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.

Further information about the job

The candidate will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.

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