



# Breakfast Club Assistant

Caterham Preparatory School

Start Date : September 2017

Appointment Brief





# The Preparatory School

Caterham Preparatory School is an IAPS co-educational day school that is an integral part of Caterham School. At the Preparatory School we cater for children from three to eleven years of age. Most of our pupils go on to join our Senior School, which in turn caters for pupils from eleven to eighteen years of age.

Caterham Preparatory School challenges all its pupils to exceed their suggested potential in their class work. We also place a high emphasis on the importance of participation and effort in co-curricular activities. Equally significant are the high standards of behaviour and care for others that we encourage and expect from our pupils.

As you will see as you explore our website, we offer a broad selection of subjects and activities. Our pupils benefit from a stimulating, supportive and challenging learning environment. Our commitment to investing in technology that supports the highest standards of teaching, together with our beautiful grounds and buildings, offers our pupils a unique learning experience as they develop through their formative years.



# The Role

Applications are invited for the post of Breakfast Club Assistant with effect from September 2017.

## Job Purpose

To assist in the supervision of children in dining and play areas to ensure the orderly conduct, welfare and safety of pupils during the Breakfast club

## Job Description

- Actively supervise pupils in the dining room, playground and throughout the school premises before school
- Supporting pupils while they eat their breakfast
- Making sure tables are clean and water is available
- Setting up and clearing away the breakfast club area before and after the breakfast period
- Ensuring standards for healthy eating and table manners are maintained
- Assisting with activities and talking about the forthcoming day
- Assisting pupils to ensure they have everything they need with them for the day ahead
- Reporting accidents and complete accident form as necessary
- Ensuring that discipline policies are implemented
- Supporting the work of the staff and other Supervisory Assistants
- Escorting the children to and from the dining area and to their school playground for the start of the school day, and ensure their safety at all times.
- To undergo necessary training – e.g. NVQ, First Aid, Food Hygiene, Child Protection.

## Person Specification

- A calm, caring, enthusiastic team player who enjoys working with young children.
- Experience in a similar setting would be an advantage as would an NVQ 3 qualification but is not essential





# The Role

## Child Protection

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to participate in child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

## Conditions of Service

The post-holder will work 6¼ hours per week Monday - Friday, between 7.15am and 8.30am. The working year is 34 weeks (Term time only).

The salary is based on Band SY1 of the Preparatory School (Classroom Assistants and Lunchtime Supervisor) pay scale and is inclusive of holiday entitlement. The starting salary is from £2,143 (FTE £12,859), there is some flexibility based upon experience and qualifications. Salaries are reviewed annually on 1 September.

There is a probationary period of 12 months and the appointment is subject to employment vetting checks including satisfactory references and a Disclosure and Barring Service check.

The breakfast club is a new venture and, as such, will initially be for a trial period until July 2018.



# Latest News

## CATERHAM'S TEEN TECH NATIONAL WIN!

Caterham School's Teen Tech team have been announced as national winners at a special ceremony at Buckingham Palace. The three-strong team were chosen as overall national winners for their design and prototype of 'SensoSafe' – a bike light that also detects vehicles approaching the cyclist from behind, alerting them to the potential danger. The young engineers were presented their award by HRH the Duke of York.

Teen Tech is a national competition that invites entries from across the UK in a multitude of different STEM disciplines. The event recorded its highest ever number of entries this year with an astonishing 1400 groups putting forward their innovative ideas.

## NEW CENTRE FOR THE PERFORMING ARTS

Caterham School's new Centre for Performing Arts was officially opened by film and theatre actor and director Simon Callow CBE. The ceremony was opened by pupil musicians Hero Shimoji and Anastasia Kedrina who were followed by speeches from the Headmaster Ceri Jones and senior drama pupils.

## OXFORD AND CAMBRIDGE PLACES SECURED

13 Sixth Form pupils from Caterham School received offers from Oxford and Cambridge Universities (Oxbridge) in the last year, taking to 49 the total Caterham pupils studying at the world-leading universities in the last three years alone. This year's results from Caterham saw the school achieve an application-to-offer ratio of 57%, three times the national average

## APPLE ACCOLADE

Caterham School has once again been recognised as a leading school for its application of technology in teaching and learning. The School is one of only a handful of schools in the UK to be formally accredited as an Apple Distinguished School.

The School has established a best practise programme to integrate the use of iPads by all students alongside traditional teaching methods.

Since the launch of the programme, the School has received interest and visitors from across the globe, keen to learn from Caterham's experience and success.

## BRITISH ASTRONAUT VISITS CATERHAM SCHOOL

Britain's First Astronaut, Helen Sharman OBE, visited Caterham School to inspire young scientists and share her experiences of space. Helen was the British person to go into space when she stayed on the MIR space station and remains the fifth youngest person to travel to space.

In the first of two packed-out talks at Caterham School, Helen addressed pupils who were full of questions about life in space. Helen's young audience was gripped as she explained complex science in an accessible and inspiring way; she also peppered her talk with anecdotes about life in space including how astronauts eat dinner, go to bed on the ceiling and even use a special space toilet!

**For more news from Caterham School visit [www.caterhamschool.co.uk](http://www.caterhamschool.co.uk)**





# The Application Process



Please complete the application online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have any questions or queries, please contact Mrs Julie Hillier on [hr@caterhamschool.co.uk](mailto:hr@caterhamschool.co.uk) or call 01883 335025

The closing date for applications is:  
Friday 30 June at 9.00am

Interviews will take place w/c 3 July

The School reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

**[www.caterhamschool.co.uk](http://www.caterhamschool.co.uk)**

INSPIRING EDUCATION FOR LIFE



# Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

## **Continuous Professional Development**

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students.

## **Child Care Voucher Scheme**

A tax saving scheme for parents administered by Faircare. For employed staff, no qualifying length of service. The provider must be OFSTED registered. Further details available from the HR Department.

## **Counselling and Legal Advice Service**

A free, confidential 24 hour telephone service available 365 days per year.

## **Fee Remission**

Discount available on school fees. Please contact the HR department for full terms and conditions.

## **Pension Scheme**

Legal and General Pension Scheme, with an employer contribution of up to 10%

## **Subsidised Sports Centre Membership**

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes. £50 per year for staff member, £50 for partner and £25 for each child.

## **Car Parking**

Free on campus parking. Staff members must provide their name and registration number to the Bursary. Any permanent change of vehicle must be reported.

## **Free meals whilst on duty**

Includes breakfast, lunch and dinner during term time, and where available during the school holidays. Also extends to hot beverages and newspapers.

## **Subsidised 'Flu vaccinations**

Provided on school premises on an annual basis.

## **Discount in School Shop**

A 5 per cent discount on purchases.







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