



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*

Breakfast Club Leader

Recruitment Pack

Longney C of E Primary School



Dear Applicant,

Thank you for your interest in the post of Breakfast Club Leader.

Longney CofE Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [www.longney.gloucs.sch.uk](http://www.longney.gloucs.sch.uk) and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 10<sup>th</sup> December 2025. Interviews are scheduled to take place week commencing 15th December 2025.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Miss Heather Francis  
Executive Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a

### **Breakfast Club Leader**

We are seeking a committed, caring and enthusiastic person to take charge of our Breakfast Club for our children aged 4 -11 years. You will be responsible for setting up and serving breakfast, welcoming and supervising the Breakfast Club children and keeping the area tidy and clean. The successful candidate will be required to carry out the main duties outlined in the separate job description.

Furthermore, we wish to appoint someone who:

- Is an excellent team worker
- Is passionate about working with children of all ages and supporting them to flourish
- Can build positive relationships and relate well to a wide range of children and adults

We can offer you:

- A friendly, collaborative environment where all professionals work as a team
- The chance to work with some wonderful children
- A welcoming and supportive community

The post is offered as a salary of NJC 3 (points 4 – 6). The role is permanent.

This is a part-time post for 5 hours and 50 minutes each week; from 7.35am to 8.45am Monday to Friday.

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role, please contact Heidi Hinde, School Business Manager by emailing [admin@longney.dgat.org.uk](mailto:admin@longney.dgat.org.uk) or phoning 01452 720461. Visits are welcome with prior appointment.

Closing date for applications is 10<sup>th</sup> December 2025, with a start date ASAP.

**Other information that might help you decide if this is the role for you**

Usual working days and times:	Monday-Friday 7.35am-8.45am.
Work environment	Various school areas
Dress code:	Casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p>

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### *Our vision is to enable all to flourish.*

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### *Our aims are to be:*

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### *Our core principles:*

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### *School is Trust and Trust is School*

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

## Job Description

Job Title:	Breakfast Club Leader
Responsible to:	Executive Headteacher and School Business Manager
Line Management:	School Business Manager
Contract Type:	Part time, permanent

## Overall purpose of this post

The overall purpose of this post is to operate a Breakfast Club supervising students so as to ensure their safety, general welfare and proper conduct during this period.

## Duties and responsibilities

- To supervise students in a designated area of the school during Breakfast Club and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To help to create a welcoming and supportive environment for the members of the club.
- To be responsible for the management of the behaviour of members of the club.
- To assist with the tidying of the venue after use and prompt students for taking responsibility for housekeeping.
- To monitor attendance of students especially those with particular needs.
- To support the aims and ethos of the school.
- To set a good example in terms of punctuality and attendance.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities.
- To establish constructive relationships and communicate with other agencies/professionals.
- To participate in training, other learning activities and performance development as required.

## Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared

accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Childcare or other relevant qualification.		x
Health and safety, first aid or safeguarding qualifications.		x
<b>Experience</b>		
Experience of working with children and young people in an out-of-school setting or holiday play-scheme.		x
Experience of running activities with children and young people.		x
<b>Knowledge and understanding</b>		
Ability to build relationships with children, carers and professionals	x	



Ability to organise and prioritise work independently.	x	
Understanding of the importance of a respectful relationship with children, parents and colleagues.	x	
Understanding of behaviour management techniques.	x	
Understanding of safeguarding, the importance of health and safety and confidentiality.	x	
Able to work well as part of a team.	x	
A good understanding of child development.		x
Evidence of this knowledge and understanding being applied in a previous setting.		x
<b>Skills and attributes</b>		
Strong communication skills, both written and verbal.	x	
Flexibility and initiative.	x	
Ability to plan and run a range of creative and fun activities for groups of children.	x	