



# Collingwood School

Headmaster: Mr Leigh Hardie, BA (Hons), PGCE, MA

**POST REF: JUN19BCA**

## **Breakfast Club Assistant**

**7.30am – 8.30am Mon – Friday**

**Term-Time Only (38 weeks)**

The Head Teacher and Governing Body are looking to appoint a flexible, reliable, enthusiastic and hardworking person to join our team as Breakfast Club Assistant to support the Breakfast Club Lead to provide a high standard of care to children attending morning Breakfast Club sessions, along with monitoring wellbeing and good behaviour in addition to serving breakfast to pupils who attend and maintaining attendance records.

Owing to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with Departmental of Education procedures in relation to relevant child protection checks.

Further information may be obtained from the school by contacting Mrs Tracey Goff on 020 8647 4607.

All applications should be returned to the School Office marked for the attention of Mrs Davina Maroothernaden or emailed to: [bursar@collingwoodschool.org.uk](mailto:bursar@collingwoodschool.org.uk) by the 3<sup>rd</sup> July 2019.

Closing Date: 3<sup>rd</sup> July 2019

Short Listing: 4<sup>th</sup> July 2019

Interviews: 8<sup>th</sup> and 9<sup>th</sup> July 2019