



PB/LL 11.09.17

### **Breakfast Club Supervisor Role**

Dear Parents/Carers,

As you know we have recently taken our Breakfast and After School Clubs in-house. So far things have been going really well and the children seem very settled and the range of activities has been excellent. The breakfasts are also much improved with Mrs Payne in the kitchen serving up all sorts of breakfast options for the pupils to choose from.

Unfortunately, it all seemed too good to be true and we have met with our first problem. Mrs Gray will be unable to continue with her role as Breakfast Club Supervisor as she has taken the decision to emigrate with her family and so she will be leaving Breakfast Club at the end of this week. Fortunately, we have other staff who can cover the club in the short term but we will need to employ someone new as a permanent replacement.

If you would be interested in applying for the role of Breakfast Club Supervisor we would be delighted to hear from you. No formal qualifications are necessary but we would want you to be willing to engage with the children and try to provide a "home from home" feeling where the children could start their school day feeling welcome and relaxed and ready for school. The odd time, there may even be a bit of emergency homework completion to be done! You would also need to be CRB checked and have a clear criminal record.

The job is for 7.5 hours per week, the hours being 07:15hrs to 08:45hrs each morning. You would be working alongside the kitchen staff and at least one other adult at all times.

If you would be interested in this role within our school or would like to find out more, please complete the slip below and return to the school office by Friday 15<sup>th</sup> September.

We will provide you with an application pack which will need to be returned to the school office by Wednesday 20<sup>th</sup> September. Interviews will be held shortly after the closing date.

Yours sincerely

Mr Brown

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### **Breakfast Club Supervisor Role**

Name: .....

I am interested in the role of Breakfast Club Supervisor. I understand that the role requires a CRB check and is exempt from the rehabilitation of offenders act.

The best number to contact me on is: .....

My e mail address is: .....