

KS1 Breakfast Club Supervisor

Required February 2025

The Post

We are seeking organised individuals with a warm and encouraging disposition to oversee the provision of Breakfast Club for our KS1 children, this role will work alongside a provision that is in place for EYFS and KS2 pupils. In this role you will ensure the smooth day to day running of the service, whilst offering support and care to our children. Our staff are committed to giving the children the best start in their education and are looking for someone who shares this ethos.

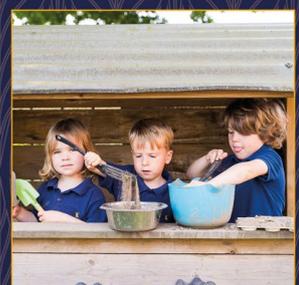
Breakfast Club will take place across three sites from 7.30am until 8am: the Nursery, the Farmhouse atrium, and the School House dining hall. This position will be based in the Farmhouse atrium.

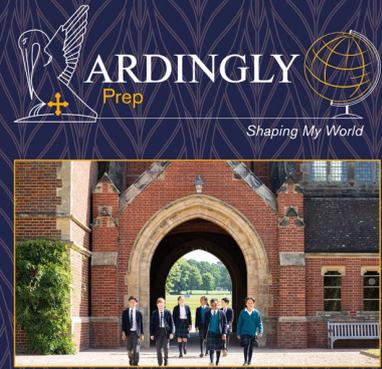
Reports to:

Assistant Head EYFS & Key Stage 1

Duties and Responsibilities

- Assist children in the serving of breakfast
- Take an active role in the safeguarding of children
- Ensure that all aspects of regulation and guidance are adhered to, and that school policies are followed
- Administer first aid and medicines as required (training can be provided)
- Be aware of issues of confidentiality and GDPR
- Maintain a positive ethos and employ positive behaviour management strategies as appropriate
- Maintain effective and appropriate communication with colleagues, parents and children
- Maintain high standards of food hygiene at all times





- Ensure the health, safety and wellbeing of children through the application of risk assessment, fire drills and health and safety procedures, record and report as appropriate

The College

Ardingly College is an award-winning independent co-educational school offering an outstanding all-through education to over a thousand children in a beautiful part of West Sussex, with excellent transport links locally and across the South-East.

The Prep School has over 220 pupils from Reception to Year 6, as well as a thriving Nursery. Reception to Year 3 pupils are based in the Farmhouse, and Years 4 to 6 on the main school site in School House. The Prep School lives and breathes the values of *Shaping My World*, through which primary aged children learn to explore the world around them in ways that are adventurous, curious, generous, and ingenious.

The Senior School has around 850 students aged from 11-18, more than 300 of whom are boarders. The curriculum is designed to be broad and stimulating, with over 25 subjects offered and a choice of A Level, IB Diploma or BTEC courses in the Sixth Form.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided through House staff, the Health & Wellbeing Centre and additional pastoral support such as the Chaplain, DSL, and Mental Health Lead. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding - with their ‘home from home’ at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College was judged to meet all standards and have a “significant strength” in boarding, which is the highest accolade available under the new Inspection Regime.

Academic results are high. The College has been in the top 10 schools in the UK for nine out of the past ten years and is regularly in the Top 50 schools in the UK for A Levels, according to The Sunday Times. While we are proud of these excellent academic results, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme





recently won two national awards: The Week's 'Best Preparation for Life' and the Independent School of the Year 'Best for Student Careers'.

The College offers an outstanding range of more than 150 co-curricular activities and has a proud tradition of participation and achievement. In sports, pupils compete successfully at local, regional, and national levels in the main sports of football, hockey, swimming, netball, cricket, and athletics. Music, Art, and Drama are particularly strong, with exciting events such as concerts at school and in professional music venues, devised and scripted drama performances and exhibitions both by talented art scholars and give-it-a-go artists among the pupil and staff population.

Partnership is integral to the College ethos. Within school this applies to the partnership between teachers and operations staff to maintain excellent standards and quality of provision across the campus. Beyond the school gates, we work with a range of local primary schools, as well as supporting the local community through voluntary action and working with schools abroad in Africa and Asia. The College operates a bursary programme which currently supports over 30 pupils with substantial or full fee remission.

Campus facilities are excellent, with considerable recent investment in the College campus bringing it up to the highest school standards. Recent additions include a new STEM faculty and upgrades to classrooms, as well as major refurbishments of boarding and day houses. A new café and dance studio were opened in 2021 and new Lower School and a third day boys' house in 2022.

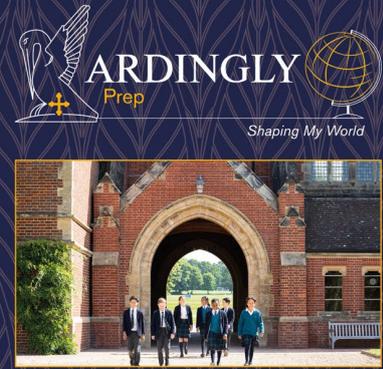




Person Specification

	Essential	Desirable
Experience	Experience of working with/ understanding children in Early Years/KS1/KS2 as appropriate to role applying for.	Experience of supporting children with individual needs.
Qualifications	GCSE Maths and English or equivalent	First Aid qualification
Skills and Aptitudes	Good communication and listening skills. Aware and sympathetic understanding of individual needs Good organisation skills – ability to prioritise and complete tasks. Ability to work as part of a team as well as on own initiative IT Literate	
Personal and Professional	Positive and caring personality. Self-motivated, knowing when to pass on feedback and concerns. Patient	





	<p>Ability to maintain suitable relationships with children and young people</p> <p>Loyal and supportive colleague.</p> <p>Sympathetic to the College ethos.</p>	
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Terms and Conditions

Hours of Work: 7.15am to 8am Monday to Friday for 34 weeks per year (Term time only)

Rate of Pay: £1,969.51 per annum (inclusive of holiday pay).

Application Procedure

Applications should be made via our on-line recruitment system at www.ardingly.com/staff-recruitment/vacancies and should include a covering letter or personal statement outlining the applicant’s suitability for the role and the names, addresses and telephone numbers of two referees, one of whom must be the applicant’s current Head.

Ardingly College is committed to ensuring the welfare of our pupils and appropriate checks will be made before the appointment is finalised.

The closing date for applications is **Friday January 24th 2025**, although applications may be considered upon receipt. We reserve the right to close the role early should suitable candidates apply.

