

The governors of Cop Lane are looking to appoint a reliable and enthusiastic breakfast club assistant to work in our popular breakfast club. The role is term time only Monday to Friday, 7.5 hours per week from 7:30am until 9:00am.

Key Responsibilities include:

- Preparing and serving a healthy breakfast to children.
- Supervising and engaging children in fun, age-appropriate activities.
- Ensuring the safety and wellbeing of all children in your care and following policies and procedures
- maintaining a clean and organised environment.
- Working collaboratively with other staff members to create a positive atmosphere.

Experience we're looking for:

- Experience working with children (in a school, nursery, or similar setting)
- A caring and patient nature.
- Good communication and teamwork skills.
- Basic food hygiene knowledge (training can be provided).
- A commitment to safeguarding and promoting the welfare of children.

If you want to learn more about us, please visit the school website on www.coplanepprimary.co.uk, email bursar@coplane.lancs.sch.uk or telephone the school office on 01772 743131.

Please note CVs are not accepted, to apply for this vacancy you need to complete an application form.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Equal Opportunities statement

An Equal Opportunities Employer welcoming applications from all sections of the community

Rehabilitation

Rehabilitation The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy and a Policy Statement on the Recruitment of Ex-offenders this is available from the recruiting manager to applicants who are asked to complete a DBS application.