



St Vincent's Catholic Primary School

Job Description and Person Specification 2025 / 2026

Job title:	Leader of Breakfast and After School Club (Little Vinnies)
Reports to:	Headteacher
Hours of work:	22.5 hrs per week term time + 4 weeks outside of term
Salary:	Grade D (Level 3) £29,763 - £31,074
Start date:	September 2025

Overview

Overall to assist in the care and social development of pupils, under the direction and guidance of the Headteacher from 7:30am - 9am and 3.00pm – 6.00pm term time, plus 8:30 am – 3:30 pm outside of term for 4 weeks per year.

The role forms a central part of the work of St Vincent's School wrap around provision and you will work closely with other Teaching, Support and Management staff to contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 3 and 11 years of age.

JOB CONTEXT

- The post is managed by the Headteacher.
- This is a term time plus 4 weeks post, following Barnet pay and conditions.
- A flexible working arrangement can be discussed for the right candidate.
- The starting salary for this post is on Grade D £29,763 pro rata with progression dependent on achieving performance targets.

General duties

- To be responsible for the development and daily running of Little Vinnies breakfast and after school provision, providing a safe and caring environment in line with statutory guidance, where children can enjoy a range of play, learning and leisure activities.
- To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children.
- To build links and work in partnership with parents and professionals to promote the wellbeing of the children.

KEY AREAS OF RESPONSIBILITY

- Lead and manage the day to day organisation of Little Vinnies by providing high standards of care and play opportunities for children between the ages of 3-11 years old, in a safe and secure environment.
- Lead and manage Little Vinnies holiday club provision.
- Lead, manage and supervise Little Vinnies staff and ensure appropriate ratios are maintained.
- Achieve and maintain high standards of care and play opportunities.

- Oversee the delivery of breakfast and tea refreshments to pupils.
- Liaise with staff with regard to the needs of the children who attend Little Vinnies
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
- Consult and liaise with the children and involve them in the planning of activities.
- To carry out basic administration and financial procedures, ordering and purchasing in accordance with school systems.
- To keep up to date records and ensure Little Vinnies complies with relevant legislation, procedures and requirements, including hygiene, health and safeguarding regulations.
- To support the school to market the provision, monitor the number of places being used and how the resources (staff, premises, equipment) are utilised to ensure that Little Vinnies is sustainable and runs in the most efficient and effective manner.
- Ensure appropriate planning is in place to maintain the required standards, ensure that the relevant equipment and resources are available, and consult with the Headteacher when necessary.
- Monitor and evaluate the quality of the service.
- Supervise the children throughout the session, ensuring that ratios are adhered to at all times, and inform the Headteacher of any issues.
- Be an effective role-model for children and practitioners at all times.
- Ensure that Little Vinnies offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- To be responsible for the preparation required for any inspections of Little Vinnies e.g. Ofsted, and action any recommendations that may result from an inspection.

HEALTH AND SAFETY / FIRST AID

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Be able to lift children after falls or accidents or to remove them from danger in line with Positive Handling procedures.
- Be able to clear up blood or other bodily fluids of children after accidents or sudden illness and change nappies when needed in line with the school's Intimate Care Policy.
- Be able to feed children and encourage self care in line with their EHCP requirements.
- Promote diversity, equality and inclusion, accounting for cultural differences and family circumstances in activities.

Promoting the health, safety and welfare of children

- Act in accordance with legal requirements and statutory guidance on health and safety, child protection, safeguarding, security and confidentiality.
- Act in accordance with relevant school policies and procedures, such as those concerning child protection, health and safety and emergency situations.
- Promote the welfare of children at all times and report any safeguarding concerns to the Headteacher.
- Plan and carry out physical care routines suitable to the age, stage and needs of each child.
- Promote health and wellbeing throughout all practice and activities.
- Follow and encourage appropriate infection control measures, e.g. hand-washing, food hygiene, cleaning spillages and safely disposing of waste.

- Maintain accurate records and share information as required to ensure all children's needs are met, e.g. in relation to allergies and medical conditions.
- Ensure that children are kept safe and that staff members understand and follow safeguarding policy and procedures.
- Report any safeguarding concerns to the School's Designated Safeguarding Lead (DSL) at the earliest opportunity.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the School's Behaviour Management Policy.
- To contribute to the review of any policies and procedures ensuring that they are understood and followed by everyone.

SAFEGUARDING

The Governing Body of St Vincent's Primary School are committed to safeguarding and promoting the wellbeing of children and young people. The Headteacher ensures the highest priority is given to following the most up to date guidance and regulations to safeguard children and young people. You will need to demonstrate knowledge and understanding of relevant guidance and legislation and to display commitment to the protection and safeguarding of children and young people.

The successful candidate will be required to undergo an enhanced DBS check before securing their employment at St Vincent's Primary School.

As part of our commitment to Racial Justice, Equality and Diversity, we welcome applicants from a range of diverse backgrounds.



St Vincent's Catholic Primary School

	Attributes	Essential/ Desirable	
Qualifications and training	<ul style="list-style-type: none"> • Level 3 or above NVQ in Early Years Care and Education or similar field. • Minimum of GCSE grade C or equivalent in maths and English. • First aid certificate • A 2:1 or above degree in early years childcare or a related subject. • Food and Hygiene certificate • Level 3 Safeguarding Training (DSL) 	D E D D D D	Application Form Interview References
Skills and experiences	<ul style="list-style-type: none"> • Worked with primary aged children. • Worked with parents to support children's development. • Used the early education curriculum framework to support children's development. • Excellent communication, planning and organisational abilities. • Able to work with pupils and their families sensitively and effectively. • Able to assess and plan for a child's individual needs and differentiate activities to cater for children's varying needs and stages of development. • Worked with children with SEND. 	E E E E E E D	Application Form Interview References

Knowledge	<ul style="list-style-type: none"> ● Clear understanding of the expected patterns of children's development from birth to age five, and of further development from age five to eleven. ● Able to analyse and explain how children's learning and development can be affected by their stage of development and individual circumstances. ● Appreciation of the importance of children's holistic development in the following areas: <ul style="list-style-type: none"> – Speech, language and communication – Personal, social and emotional development – Physical development ● Able to explain the potential effects of, and how to prepare and support children through, transitions and significant events in their lives. ● Recognition of the importance of CPD and how to use time effectively. 	D D D D D	Application Form Interview References
Personal Traits	<ul style="list-style-type: none"> ● A willingness to support the ethos and values of St Vincent's Catholic Primary School. ● A calm, caring and friendly nature. ● A commitment to promoting children's wellbeing and education. ● Excellent verbal and written communication skills. ● Excellent time management and organisation skills. ● A flexible approach towards working practices. ● Ambition for self-improvement. ● The ability to work independently and as part of a team. 	E E E E E E E E	Application Form Interview References