



# St Vincent's Catholic Primary School

## Job Description and Person Specification September 2025/2026

Job title:	<b>Breakfast and After School Club (Little Vinnies) Support Assistant</b>
Reports to:	Little Vinnies Leader
Hours of work:	22.5 hrs per week term time + 4 weeks outside of term
Salary:	Grade C (Level 2) £28,929 - £30,189
Start date:	September 2025

### Overview

Overall to assist in the care and social development of pupils, under the direction and guidance of the Little Vinnies Leader 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 Little Vinnies Leader and SENDCO
- 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 C £28,929 with progression dependent on achieving performance targets

### General duties

This post will assist the Leader of Breakfast and After School Club (Little Vinnies) in ensuring the active engagement of the children throughout the time they use the provision.

### KEY AREAS OF RESPONSIBILITY

- Support 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.
- Support the running of Little Vinnies holiday club provision.
- Prepare and provide 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.

- Help to keep up to date records and ensure Little Vinnies complies with relevant legislation, procedures and requirements, including hygiene, health and safeguarding regulations.
- Supervise the children throughout the session, ensuring that ratios are adhered to at all times, and inform the Wraparound Leader and 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.
- Support the preparation required for any inspections of Little Vinnies e.g. Ofsted, and action any recommendations that may result from an inspection.

### **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 Little Vinnies Leader and 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.***



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

