**WOOKEY PRIMARY SCHOOL**



**BREAKFAST CLUB MANAGER**

**7.25 HOURS PER WEEK**

**CLOSING DATE**

**Monday 31st January 2020**

**(9:00 am)**

**INTERVIEW**

**Week Beginning 3rd February 2020**

**WOOKEY PRIMARY SCHOOL**

**And Little Acorns Playgroup**

Wells Road, Wookey, WELLS, Somerset, BA5 1LQ

*Headteacher: Andrew Marsh*

Tel: 01749 673650

Email: office@wookey.somerset.sch.uk

Website: www.wookeyprimaryschool.co.uk

9th January 2020

Dear Candidate,

Thank you for showing an interest in the advertisement for the post of Breakfast Club Manager at Wookey Primary School.

Wookey School is very much part of the local community and combines the personal feel of a traditional village school with very modern approaches, particularly in terms of putting children at the centre of learning and in the use of technology to support them as learners.

I have been the Headteacher here since January 2013 and I must inform you that the successful candidate will be joining an extremely committed and friendly staff that is backed by a very supportive governing body and group of parents. They will find the children to be engaging, inquisitive and rewarding to work with, and I am sure they will very quickly feel part of the ‘family.’

This is an exciting time to be working at Wookey Primary School - I look forward to meeting you if you are able to visit, and to reading your application letter if you feel that we are the school for you!

Please read the person specification carefully as it outlines both essential and desirable characteristics which we will be looking for in candidates for this post.

Yours sincerely,



**Andrew Marsh**

**Headteacher**

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**School Description**

Wookey Primary School is a village Community School run by Somerset Local Education Authority and at present has 94 pupils on roll, who are organised into four teaching groups.

The school is situated on the edge of the village of Wookey, nestling at the foot of the Mendip Hills, and set in an area of outstanding natural beauty, some two miles from the Cathedral City of Wells.

The school originally dates back to 1844, and was founded by St Matthew's Church, with which it still has close ties. Later, in 1880, the celebrated novelist HG Wells joined the school as a pupil tutor for a short period, following his uncle who was Headteacher at that time.

The school has seen many changes since the Victorian era and now possesses excellent accommodation, whilst still maintaining much of its original character.

The main school building consists of two classrooms, a large hall and the former schoolhouse, which incorporates the administrative part of the school. There are also two further classrooms next to the main school building, set in extensive grounds, which also include a spacious playing field, two playgrounds, a traverse wall, an environmental area and an adventure playground.

Wookey Playgroup is situated on the school site and shares many of the school's facilities. From September 2016 the school and playgroup formally joined to create a new organisation.

Wookey is a member of the Wells Community Learning Partnership and meets with other local schools to share initiatives, ideas and equipment. The CLP also initiates many co-operative projects for both pupils and staff and aims to provide a smooth transition from primary to secondary school.

Parents have a positive role to play in school, helping teachers and children in many areas such as reading, art and craft, swimming, cooking and gardening and during visits. The School Association (WSA) helps to raise funds for equipment and activities by organising many social events throughout the year.

In the latest Ofsted Report (September 2019) the school was judged as good. Prior to joining with the school, our playgroup was judged as outstanding in May 2015.

**Person Specification – Breakfast Club Manager**

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|  | **Essential** | **Desirable** |
| **Knowledge / Qualifications** | * An understanding of how children learn
* Awareness of strategies to manage behaviour
 | * Appropriate Health & Safety and Food Hygiene training
* Appropriate NVQ level 3 or equivalent
 |
| **Experience** | * Experience of working with children
* Experience of working as part of a team
 | * Experience of working within the foundation stage
 |
| **Professional Skills** | * To lead and motivate a team to deliver high quality creative play opportunities in a safe and caring environment.
* Ability to establish and develop relationships with all involved in the school.
* Is resourceful and has effective organisational skills.
* Ability to communicate in writing and orally
* Flexible and approachable
* Ability to deal sensitively with other people
* Positive and energetic approach to work
 | * Good ICT skills
 |
| **Personal Qualities** | * A positive and consistent approach
* A commitment to your own learning and career development
* An ability to form warm, effective relationships with children
 |  |
| **Special requirements** | * be willing to undergo an Enhanced Disclosure and Barring Service check
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