Breakfast Club Leader

Monday to Friday | Term time only
7.15am–8.45am | 7.5 hours per week
Permanent | Essex Scale 3, point 6*

At Manuden Primary School, we are

"A small school with big ideas... Growing hearts, Growing minds, Growing dreams."

We are looking for a warm, dependable and enthusiastic Breakfast Club Leader to help our pupils enjoy a calm, safe and positive start to every school day.

The successful candidate will welcome children, maintain accurate registers, supervise breakfast and provide engaging activities before handing pupils over to their class teams.

We welcome applications from people who:

- Enjoy working with primary-aged children and build kind, respectful relationships.
- Are reliable, organised and confident in maintaining clear routines and positive behaviour.
- Take safeguarding, pupil wellbeing, food allergies and safe supervision seriously.
- Can communicate well with parents, carers and school colleagues.
- Are happy to organise simple, enjoyable activities and respond calmly to children's needs.

We offer:

- A friendly, supportive staff team and a welcoming village school community.
- An opportunity to make a real difference to children's start to the school day.
- Optional additional paid Learning Support Assistant (LSA) hours in class, by mutual agreement and subject to availability.

* Pay proposed at Essex Scale 3, point 6, subject to confirmation following job evaluation.

The post is planned as a single-staff role only where the school's staffing and safeguarding risk assessment confirms this is appropriate. Appropriate arrangements and support will be established before the club operates.

Applications and key dates

Closing date	Thursday 3 December 2026
Interviews	Week commencing Monday 7 December 2026
Start date	Tuesday 5 January 2027

For an application pack or to arrange a visit, please contact the School Office on 01279 813370 or email office@manuden.essex.sch.uk. Applications should be made using the school application form; CVs alone will not be accepted.

Safeguarding

Manuden Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment is subject to satisfactory references, an enhanced DBS check and other appropriate safer recruitment checks. Online searches may be carried out on shortlisted candidates in line with Keeping Children Safe in Education. We are committed to equality of opportunity and welcome applications from all suitably qualified candidates.