



The Rivers
C.of E. Academy Trust

Application Pack

Breakfast Club Assistant

An extraordinary education for every pupil



Summerhill's
Little Treasures

Welcome

Summerhill's Little Treasures has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Summerhill' Little Treasures is an independent nursery which caters for pupils from 3 months to 4 years old. As a setting, we are committed to creating a happy and vibrant community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Summerhill's Little Treasures is an independent nursery located in Tipton, Sandwell. We have four rooms within the Nursery, Bluebell room (0-1 years), Poppy Room 1-2 years), Daisy Room (2-3 years) and Sunflower Room (3-4 years). Sunflower Room is our pre-school which offers 15 and 30 hour provision. As well as full day care we also provide a wrap around service for children who attend Summerhill Primary Academy.

Established in 2008, Summerhill's Little Treasures has since joined The Rivers CofE Academy Trust in 2020

Performance

Our latest Ofsted judgement: ' Outstanding' *February 2023*

Quotes from the Inspectors:

- Children thrive in this nursery. They show enthusiasm and high levels of engagement in activities. They flourish from the very strong attachments to staff, who are extremely attentive to children's needs"
- "Highly trained, outstanding leaders and staff construct a strong, ambitious curriculum, which is well sequenced and thoroughly embedded throughout the nursery. . "
- "All children behave exceptionally well and show kindness and consideration towards their friends"

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



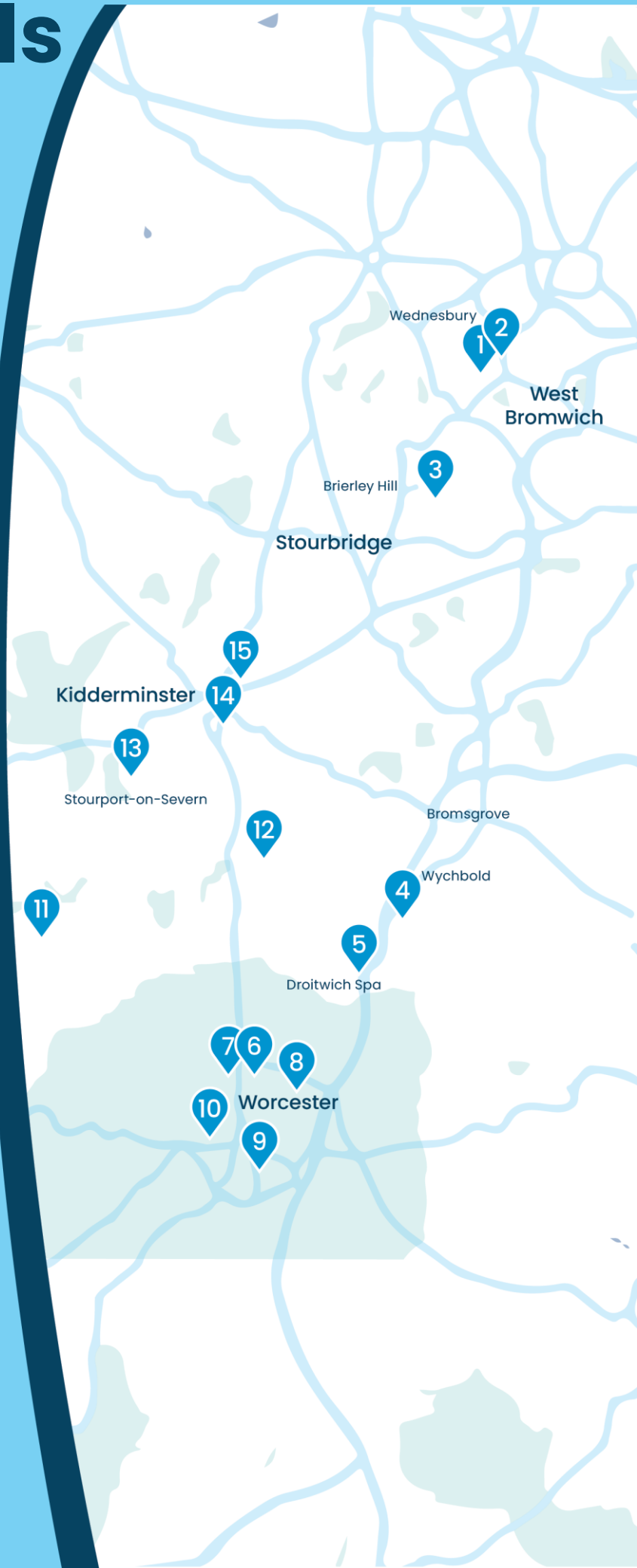
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Breakfast Club Assistant
Salary:	Scale 1, point 3 (FTE: £25, 614 per annum) Actual Salary £2,897
Start date:	1 st September 2026
Contract Type:	5 hours per week. Permanent. Part time. Term time only
Reporting To:	Headteacher, Childcare Manager
Location:	Upper Church Lane, Tipton, West Midlands
About:	The closing date for applications is 9am Monday 13th July 2026. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-spa@riverscofe.co.uk. Interviews for this post will take place on Thursday 16th July 2026. Shortlisting will take place by Monday 13th July 2026. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted. We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282. We look forward to hearing from you.

Job Description

Responsible to: Headteacher. Childcare Manager

Key Purpose:

To assist with the running of Summerhill's breakfast club service. To maintain a safe and stimulating environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

Main Activities

- To plan, prepare and deliver a range of activities suitable to the needs and interests of children age 4-11 years old.
- To prepare nutritious breakfasts for children aged 4-11 years old.
- To liaise with the office staff regarding the booking system.
- To liaise with the office staff regarding ordering of food, ensuring that food levels are always sufficient for both breakfast club.
- To ensure the multipurpose room is tidy and that resources are well organised. Resources must be audited and cleaned on a rotational basis.
- To be the first point of contact with parents and carers at drop off times.
- To ensure the safe collection and transportation of children between the classes and the club.
- To ensure delivery of creative play opportunities in a safe and caring environment.
- To assist in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
- To communicate effectively and liaise with key stakeholders, including parents, teachers and admin staff.
- To follow guidelines and procedures for Safeguarding in accordance with Summerhill Primary Academy's policies and procedures.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder will undertake any other delegated duty or task that is in line with the role.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	• A good standard of general education Experience of working with children • Reliable • Trustworthy • Good timekeeping	• Basic understanding of food Hygiene • First Aid Trained • Appropriate level 2 or above qualification
Skills and knowledge	• Ability to provide and facilitate an inclusive, safe and creative play incorporating the play principles • Communicate well with a wide range of groups and individuals • Work as a team member • Use common sense • Work in line with all the club's policies and Procedures	• Knowledge of policies and procedures relating to child safeguarding, health, safety, security, confidentiality

How to Apply

Application forms are available to download here: [Summerhill's Little Treasures - Vacancies](#)

Please email completed application forms to hr-spa@riverscofe.co.uk by 9am Monday 13th July 2026. Interviews for the position will take place on Thursday 16th July 2026.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Summerhill's Little Treasures. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



The Rivers
C.of E. Academy Trust

Get in Touch

Summerhill's Little Treasures

T: 0121 557 3282

E: little.treasures@riverscofe.co.uk

[Summerhill's Little Treasures - Contact Us](#)

The Rivers C of E Academy Trust

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

E: info@riverscofe.co.uk

W: www.riverscofe.co.uk/