



BREAKFAST AND TEA CLUB LEAD VACANCY

Comet Nursery School and Children's Centre would like to appoint an enthusiastic and caring member of staff to join our team as Breakfast and Tea Club Leader.

Comet is an outstanding Nursery School and Children's Centre within a diverse and vibrant community.

The hours are 7.45am to 9am and 3pm to 5.45pm Monday to Friday, term time only. It is a fixed term position until July 2026.

The application form is available via our website
www.cometnurseryandcc.co.uk or
email admin@comet.hackney.sch.uk

We welcome visits - please call or email to book a time.

Closing Date:
Monday 9th June 2025 at 12pm

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk



Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher



What we can offer



- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide opportunities to visit other early years settings as a way of offering practical CPD opportunities.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support your development through taking on projects and areas of expertise.

Who we are looking for

- Experience of working with families and children under 5.
- Someone who is enthusiastic and passionate about working with young children.
- A good understanding of the importance of high quality learning experiences both inside and outdoors.
- A caring attitude to young children and their families.
- A commitment to working with families who come from our diverse community.
- Good skills in literacy, ICT and numeracy.
- Excellent communication and interpersonal skills.
- An ability to be flexible in the post and a good team member.



Job Description – Breakfast and Tea Club Leader

Job title:	Breakfast and Tea Club Leader
Reporting to:	Children's Centre Manager and Senior Leadership Team
Grade:	Scale 3 point (£16.05 per hour)
Hours:	7.45am to 9am and 4.15pm to 5.45pm, Monday to Friday, term time only
Contract:	Fixed Term until July 2026 (likely to be extended)

Main purpose of the job:

- To plan and provide a welcoming, caring, and engaging breakfast and tea club provision.
- To set up and deliver a range of fun, open-ended activities appropriate for both morning and afternoon sessions.
- To ensure a safe, inclusive, and nurturing environment that supports the well-being and development of all children.

Duties and Responsibilities:

- Provide a safe, relaxed, and homely environment for children during extended day provision.
- Deliver a high standard of physical care and emotional support.
- Prepare and serve a healthy breakfast and a cooked tea, ensuring food hygiene standards are met.
- Encourage children to try a variety of foods and support healthy eating habits.
- Establish positive relationships with children, responding to their individual needs.
- Promote positive interactions and cooperative play among children.
- Ensure equal access to all activities and resources.
- Work collaboratively and supportively as part of the Comet team.
- Uphold and implement all school policies, promoting the vision and values of Comet.
- Participate in relevant training and professional development.

General requirements

- Adhere to Hackney Education policies on Health and Safety, Equality and Diversity.
- Promote a harmonious and inclusive working environment.
- Maintain confidentiality regarding children, families, and school matters.
- Follow the Comet's Child Protection Framework and report concerns appropriately.
- Be flexible and responsive to the needs of the setting.
- Undertake additional tasks as directed by the line manager or Headteacher, appropriate to the role and grade.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Desirable: NVQ level 2 or equivalent in Advice, Social Care, Supporting Parents, Early Years, Health, Education or Community Work• Desirable: Level 2 Food Hygiene and Paediatric First Aid
Experience	<ul style="list-style-type: none">• Experience working with children under 5 in a paid or voluntary capacity.• Understanding of early years development and learning.
Skills and knowledge	<ul style="list-style-type: none">• Ability to relate positively to young children supporting their learning and well-being• Ability to plan and prepare healthy snacks and meals in line with Comet's Food Policy• Ability to deliver fun and engaging developmentally appropriate activities for both before and after school.• Ability to follow direction from senior staff and work independently using initiative.• Effective communication skills, both oral and written.• Willingness to undertake training and continuous professional development.
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school/Centre• Integrity, honesty, loyalty, and fairness in all professional duties.• Commitment to safeguarding, equality, and maintaining confidentiality.