



# St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



## JOIN OUR TEAM

Breakfast & Afterschool Club  
Manager



# Welcome

## Message from our CEO



Dear Candidate,

Thank you for your interest in working at Xavier Catholic Education Trust (CET). My name is James Kibble and I have the privilege of serving as CEO, coordinating the work of our schools as **we collaborate to ensure that every child has access to a world-class education.**

At Xavier CET we provide the central services, including teacher training and professional development, so that leaders in our schools are free to focus on what matters most, creating exceptional educational experiences for all the children in our care.

**Our Catholic faith is central to all that we do as it is the source of the values that inspire our work; you don't, however, have to be Catholic to work with us. All we ask is that people are committed to what we are trying to achieve; to help every child become the person they are called to be, live life to the full and play their part in making our world a better place in the future.**

Working at Xavier is a great opportunity to join a happy and successful community of schools and education professionals. If you join us, we will be totally committed to supporting and developing you in your role and career development and in turn, you will enjoy all the opportunities and benefits that come from working in what we believe is a 'flagship' Catholic Education Trust.

**Please visit our website [www.xaviercet.org.uk](http://www.xaviercet.org.uk) to find out more about the Trust, our schools and our other services or contact us via [info@xaviercet.org.uk](mailto:info@xaviercet.org.uk) for further information or to arrange a visit.**

James Kibble  
CEO - Xavier Catholic Education Trust



# Table of Contents

Our Story	4
Our Mission	5
Our Values	5
Our People	6
Testimonials	7
Why Work For Us	8
Job Specification	9-12
How To Apply	13



# Our Story

## Growing Together Continuously

In 2016 we came together as a group of Catholic schools wanting to support each other to consistently deliver exceptional educational experiences for all the children in our care.

When deciding our name, we wanted something different, memorable and meaningful. Jesuit missionary, St Francis Xavier was a teacher and gave much of his time to teaching children, realising that they are the future. Despite encountering difficulties and resistance he never gave up. **Inspired by Saint Francis Xavier, we continue to go wherever we are needed and can help; we learn from and share our ethos and faith with all we work with.** As Teachers, Governors, Directors and Support Staff in the Xavier Catholic Education Trust we devote ourselves to serving the children and spreading the good news of the Gospel and like St Francis, we too will never give up in our mission.

We have since grown to include 17 schools - 14 primary and 3 secondary schools – and proudly continue to learn from and grow with every new school we welcome into our trust family. **To find out more about our schools please visit: <https://www.xaviercet.org.uk>**

# Our Mission

## What we aim to achieve

To provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

We know we are succeeding when everyone in our care is better off because we are there.

# Our Values

## How we operate

### **Faith**

Everything we do is rooted in faith and lived out through Gospel values

### **Hope**

We are optimistic about the future and see the God-given potential in everyone

### **Love**

We believe in the power of reconciliation and treat everyone with loving kindness

### **Service**

We accept the mantle of leadership and recognise that our mission is to serve

### **Integrity**

We work for the greater good, strive for justice and always try to do the right thing

### **Excellence**

We are committed to challenging ourselves to offer first-class provision in all that we do

# Our People

Join Us. Grow With Us. Flourish With Us.

Like any successful organisation, we rely on recruiting, developing and retaining the very best people to ensure that all that we do continues to be recognised as first-class by all those that we serve. The minimum requirement to work with us is to be energetic, enthusiastic, to have a “can-do” attitude and to be passionate about doing whatever it takes to ensure that the children and staff we serve get the best possible education.

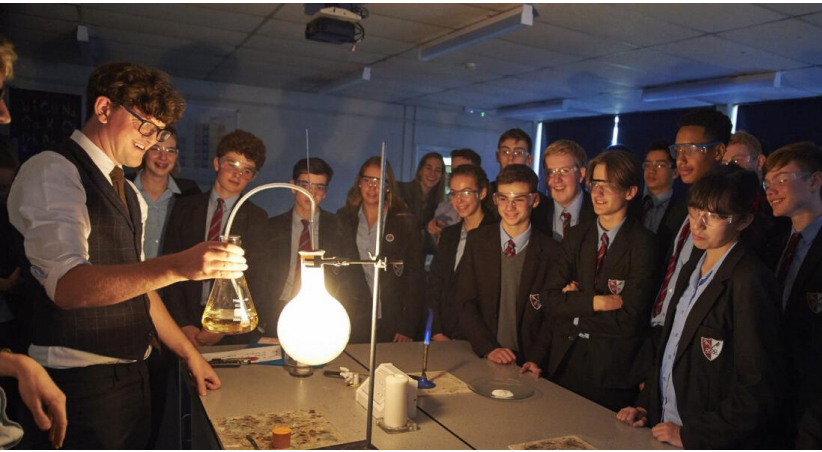
Beyond the passion required to join our team, you will also need to demonstrate the potential to be excellent at what you do and whilst you don't have to be Catholic to work with us, you certainly have to be supportive of everything we stand for and aspire to.

If that sounds like you, please know that Xavier is a brilliant place to work. Our staff are our greatest asset; everything we achieve is down to their hard work and dedication, and we therefore ensure that they are very well looked after.



# Testimonials

What our people say



"I wanted to work in a position I love and something I enjoy and know that I would wake up and go to work and come home having enjoyed my day and achieved something."

"Teaching for me is about having a passion for learning...having the passion, enthusiasm and energy needed to be a teacher."



"The NPQ program is a great opportunity to network with like-minded colleagues. It's provided me with a platform to discuss approaches to leadership and learn about my own style."



# Why Work For Us

## Staff Benefits

### EMPLOYEE WELLBEING

- Inclusive welcoming culture
- Work life and family friendly policies
- Flexible working opportunities
- Green Car and Cycle-to-work Schemes
- Dental Insurance, My Gym Discounts, Health discounts

### PENSION SCHEME

- Highly competitive Local Government Pension Scheme (Support Staff) and Teachers' Pension Scheme (Teachers)

### TRAINING & DEVELOPMENT

- Senior and middle leadership skills programmes
- Comprehensive development programme for trainee teachers and ECT's
- Coaching culture to support teacher learning and development.
- Holistic approach to appraisal system, focused on your CPD and not just on measuring performance

### TRUST-WIDE COLLABORATION

- Collaborate and share best-practice across our growing family of primary & secondary schools
- Trust-wide career development opportunities
- Work alongside Xavier Teach Southeast, and Teaching School Hub, an outstanding initial teacher training and ECT provider



# St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



## JOIN OUR TEAM

Job Specification





# Welcome

## Message from the Head

Dear Candidate,

Welcome to St. Polycarp's Catholic Primary School! We are a vibrant, two-form entry school at the heart of Farnham, just a short walk from the town centre, train station, and beautiful green spaces.

Our school has a well-established reputation for excellence in education and for nurturing a lifelong love of learning. We value creativity, independence, and ambition for every child. At St. Polycarp's, Gospel values shape our ethos and teaching, helping children face challenges with confidence and resilience. We celebrate the uniqueness of every child and ensure that all are valued and supported.

Our vision is simple yet powerful: **'We love, learn, grow and flourish together'**.

After achieving Outstanding in our Ofsted inspection in March 2025, St Polycarp's was again judged Outstanding in all areas by the Catholic Schools Inspectorate, celebrating our strong leadership, exceptional RE, and our faith-filled, inclusive school community.

You'll find a welcoming, friendly staff team and a supportive, forward-thinking leadership group committed to innovation and best practice. To enrich learning, we have a dedicated music teacher and PE teacher who deliver high-quality specialist teaching across all year groups.

# Welcome Message from the Head

Our children are wonderfully curious, full of potential, and eager to grow and we are deeply passionate about helping them flourish in every aspect of their lives.

As a proud member of the Xavier Catholic Education Trust, we are committed to nurturing talent, developing future leaders, and offering exceptional opportunities for professional growth and career progression. We warmly welcome applications from everyone Catholics, those of other Christian denominations, people of all faiths, and those of no faith. What matters most to us is a shared dedication to supporting our children, embodying our values, and contributing to a joyful, caring school community where every individual is respected and every voice is valued. If you are inspired by the idea of making a meaningful difference in the lives of young people, we would be delighted to hear from you.

Mr Martyn Peebles  
Headteacher





# Job Specification

## Breakfast & Afterschool Club Manager

We are seeking to appoint an exceptional Breakfast & Afterschool Club Manager who is forward thinking, creative and excited about providing an amazing wraparound care service to our children and their families..

### Job Purpose

The purpose of this role is to manage all aspects of the Breakfast /After School Club, to ensure the children and their families gain maximum benefit from the club. .

### Key Deliverables

- Planning, implementing and reviewing sessions including allocation of places, activities, staffing, food orders to maximise service provided with limited resources.
- Procuring resources and negotiating use of school assets..
- Communicating/liasing with parents/carers/school teachers/nurses and other professionals to ensure appropriate individualised care of service users.
- Keeping accurate records of provision, incidents, policies, procedures, H&S to ensure that all regulations are adhered to.
- Undertaking risk assessments to ensure safety of service users and staff.

### Daily Activities may include

- Communication with parents regarding incidents at the club.
- Record, and manage any accidents, injuries or incidents which might occur during the club.
- Report on CPOMS any safeguarding issues.
- Speak to SLT if any issues need escalating and inform parent this has happened.
- CPOMS incidents as appropriate.
- Planning all activities.
- Ensure all staff are aware of their duties for that day.
- Ensuring all staff members are following procedures.
- Ensure all procedures are up to date.
- Ensure all equipment is of a good quality and there is a set plan in place for when to rotate equipment.
- Along with team, manage behaviour of children.



- Communication with teachers and LSA's regarding any issues or incidents at after school club.
- Ensure all children who should be in the club arrive and if not follow relevant procedures to ensure whereabouts of children.
- Plan and order breakfast club shopping for each week.
- To maintain awareness of the efficiency of the runnings of the club and make decisions based on this.
- To communicate with Headteacher regarding any changes to the club and staffing requirements.
- To run a fire safety test each half term.

### **Key Accountabilities**

#### **Support Delivery**

- May carry out personal care routines as appropriate.

#### **Planning & Organising**

- Plan activities for the sessions in consultation with the team.
- Respond effectively to changing demands, adjusting priorities as needed.

#### **Policy & Compliance**

- Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained.

#### **Work with others**

- Respond to and resolve enquiries and problems, judging when to pass on complex issues or involve others, to provide an effective support and clear advice to colleagues and customers.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
- Guide and/or supervise staff in their duties to facilitate their development and ensure standards are maintained.
- Communicate and liaise with service users and/or external contacts, representing the team/service as required.

#### **Resources**

- Assist in the management of a small budget to purchase resources.

#### **Analysis, Reporting & Documentation**

- Collate data, prepare reports/statistics to meet statutory/management information requirements.
- Collate data, prepare reports/statistics to meet statutory/management information requirements.



## Duties for All

**Values:** To uphold the Catholic values and behaviours of the School and Xavier Catholic Education Trust.

**Equality & Diversity:** To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

**Health, Safety & Welfare:** To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

To have regard to and comply with safeguarding policy and procedure as appropriate.

**The Core National Standards for Supporting Teaching & Learning:** To understand and carry out role in line with agreed standards, expectations & qualifications.

Contribute to and influence children's learning and personal development.

To have regard to and comply with safeguarding policy and procedures.

## Breakfast/Afterschool Manager Person Specification

- Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level.
- Understanding of relevant regulations, processes, procedures, and issues relating to the service user group.
- Competent in a range of IT tools.
- Good written and oral communication skills with the ability to build sound relationships with customers
- High level analytical and organisational skills.
- Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.
- A methodical approach to tasks, recording and reporting.
- Previous work experience in a relevant environment.
- Experience of staff supervision where appropriate.
- H&S training and Designated Safeguarding Lead training.
- Food handling certificate.
- Experience of managing childcare provision, and of working with people who have learning difficulties and challenging behaviour.
- Satisfactory DBS clearance is required.

## Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Xavier CET: Code of Conduct for Employees and the school handbook.



### **Job Details – Breakfast & Afterschool Club Manager**

- Permanent Contract
- 14 hours 30 minutes per week
- XCET 6 - £10,809 per annum (£31,739 FTE)

### **Start date: September 2024**

Closing date for applications is Monday 15<sup>th</sup> June at 9am. Interviews to be confirmed. Early application is recommended as we reserve the right to interview and appoint at any time during the recruitment process.

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.





# How To Apply

Please apply by visiting our school website:

<https://www.stpolycarps.surrey.sch.uk/Vacancies/>

Alternatively you can visit our Xavier CET website and eteach portal via these links:

[Xavier Catholic Education Trust - Vacancies \(xaviercet.org.uk\)](https://www.xaviercet.org.uk)

<https://www.eteach.com/careers/xaviercet-org>

You will be able to apply for any of our current job vacancies, as well as sign up for our Talent Pool, so that we may contact you about any suitable roles that arise in the future.

**SAFEGUARDING:** Xavier Catholic Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

[Safer Recruitment Policies](#)

Please find the all the safer recruitment policies on the link below:

<https://www.eteach.com/careers/xaviercet-org>

**EQUAL OPPORTUNITIES:** Xavier Catholic Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.





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