



**ST JOHN'S SCHOOL**  
**A MERCHANT TAYLORS' SCHOOL**

## **Application Pack: Breakfast Club Supervisor**

### **Welcome**

Thank you for your interest in the role of **Breakfast Club Supervisor** at St John's School, Northwood. We are seeking an enthusiastic, organised, and nurturing professional to supervise our Breakfast Club school care provision for pupils aged 3–11.

The successful candidate will lead a dedicated team, ensuring a safe, engaging, and welcoming environment for children. You will plan and deliver stimulating activities, support pupils' wellbeing and personal development, and communicate effectively with parents and staff. Experience working with children in an educational or childcare setting is essential, and a relevant childcare qualification (minimum Level 3 CACHE qualification or equivalent) is required.

This is a permanent role, Term Time only with holiday club availability, commencing **January 2026**. The hours of work are from **7:15 am – 8:30 am, Monday to Friday, 6.25 hours per week** plus additional hours as required. **£20-£24 per hour**. Job share/split days applications are welcome.

### **School Overview and What We Offer**

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to thirteen years, with approximately 300 boys on roll. Founded in 1920, the school is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching and learning.

As a school, we are committed to the development of the whole child—intellectually, morally, socially, and physically.

### **What We Offer**

- A warm, supportive, and well-resourced environment in which to develop your career.
- The opportunity to work with children across EYFS, KS1, and lower KS2 within our thriving wrap-around care provision.
- Training, mentoring, and professional development opportunities.
- A generous pension package.
- On-site parking.



**ST JOHN'S SCHOOL**  
**A MERCHANT TAYLORS' SCHOOL**

**The Role: Breakfast Club Supervisor**

**Reports to: Bursar / Deputy Head (Pastoral)**

**Job Purpose**

- To lead and manage the provision of high-quality breakfast care for pupils aged 3–11.
- To ensure a safe, nurturing, and engaging environment that supports pupils at the start of each school day.
- To promote pupils' wellbeing, behaviour, and personal development in line with the ethos and values of St John's School.
- To work collaboratively with colleagues across the school to ensure smooth communication and continuity of care.

**Key Responsibilities**

**Objectives**

- To provide a safe, welcoming, and well-organised environment that supports pupils' needs before the school day begins.
- To ensure breakfast club offers stimulating, age-appropriate activities that promote independence, social development, and wellbeing.
- To model positive values and maintain high standards of behaviour and care.
- To maintain effective communication with parents, staff, and senior leaders.

**Principal Areas of Responsibility**

- Overseeing the daily running of the Breakfast Club, ensuring high standards of supervision and engagement.
- Planning and delivering a variety of enjoyable and developmentally appropriate activities for pupils aged 3–11.
- Ensuring all safeguarding procedures are followed and concerns recorded and communicated promptly to designated staff.
- Maintaining accurate attendance registers, records, and risk assessments in line with school policies.
- Supporting staffing within the breakfast provision, including supervising colleagues, assisting with rotas, and contributing to professional development.
- Preparing and serving breakfast in line with the school's food, allergy, and health and safety requirements.



## **ST JOHN'S SCHOOL A MERCHANT TAYLORS' SCHOOL**

- Liaising with teachers, support staff, and the school office to ensure smooth coordination of pupil needs.
- Ensuring the Breakfast Club environment is clean, safe, and well-resourced, and reporting or addressing any maintenance issues as needed.
- Communicating warmly and professionally with parents, responding to queries and sharing relevant information when appropriate.
- Contributing to the wider school community where required and supporting school events as appropriate.

### **Person Specification**

#### **Qualifications and Training**

- Minimum Level 3 CACHE qualification (or equivalent).
- Evidence of recent and relevant professional development.
- Paediatric First Aid qualification (or willingness to undertake training).

#### **Experience**

- Experience working with children aged 3–11 in an educational or childcare setting.
- Experience leading or supervising staff within a childcare or school environment (desirable).
- Experience planning and delivering structured activities for mixed-age groups.
- Experience in an independent or prep school setting (desirable but not essential).

#### **Knowledge and Skills**

- Strong organisational and time-management skills.
- Clear and confident communication skills with children, parents, and colleagues.
- Understanding of safeguarding and child protection procedures.
- Ability to manage behaviour positively and fairly, in line with school ethos.
- Confident use of ICT for registers, communication, and record-keeping.

#### **Personal Qualities**

- Warm, nurturing, and committed to supporting young children's wellbeing.
- Pro-active, dependable, and able to work both independently and as part of a team.
- Calm, patient, and resilient, with the ability to manage a busy childcare environment.
- Positive, enthusiastic, and aligned with the values of St John's School.
- Flexible and adaptable, willing to support wider school activities where required.



**ST JOHN'S SCHOOL**  
**A MERCHANT TAYLORS' SCHOOL**

**Suitability to Work with Children**

- A commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate relationships and boundaries with pupils.
- Emotional resilience in working with children, colleagues, and parents.

**Additional Requirements**

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the school's safeguarding policies and procedures.

**How to Apply**

To apply for this position in confidence, please submit the following documents:

1. A completed application form
2. A covering letter outlining your suitability and enthusiasm for the role
3. A completed equal opportunities monitoring form

Documents and full details can be found on our website: <https://www.st-johns.org.uk/about-us/staff-vacancies/>.

Closing Date: **9am on Friday 28<sup>th</sup> November 2025**

Interviews: **week commencing 1<sup>st</sup> December 2025**

Start Date: **January 2026**

Applications should be addressed to [headsea@st-johns.org.uk](mailto:headsea@st-johns.org.uk)

**Contact and Visits**

We warmly welcome potential applicants to visit the school or arrange a conversation before applying. For enquiries or to arrange a visit, please contact [headsea@st-johns.org.uk](mailto:headsea@st-johns.org.uk).