



APPOINTMENT OF A



BREAKFAST CLUB SUPERVISOR

SEPTEMBER 2025

PART TIME 7.00AM – 9.00AM TERM TIME ONLY



HAMPTON PRE-PREP & PREP SCHOOL

At Hampton Pre-Prep & Prep School, we are proud to provide a truly nurturing and vibrant environment where every child is celebrated as an individual. Teaching girls aged 3-7 and boys aged 3-11, life and work at our School goes beyond academics, focusing equally on developing exceptional teaching and providing heartfelt pastoral care. Our aim is to ensure that each child feels valued, supported, and inspired to grow in confidence, curiosity, and character during these vital early years of their education.

Hampton Pre-Prep & Prep School is a successful and heavily over-subscribed academically selective independent day school set across two sites. The Pre-Prep is located in charming Edwardian buildings on Wensleydale Road, while the Prep, a state-of-the-art facility opened in 2016, is located on Gloucester Road.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other. We welcome pupils of all cultures and backgrounds. We nurture an inclusive and highly diverse community where safety, respect and trust are paramount and we want our pupils to transfer happily and successfully to their next school.

We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school, it is within our gift to teach a bespoke curriculum which we have therefore designed to inspire very bright young minds. As a school reflective of its practice, we work hard to ensure we always make the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it. The days pass swiftly here and, naturally, include a huge amount of fun!



BREAKFAST CLUB SUPERVISOR

This is a fabulous opportunity for a caring and responsible individual who shares our vision and aspirations that every child succeeds.

We are looking to recruit a cheerful, reliable and responsible individual to join our school.

The successful candidate will provide a safe, welcoming, and inclusive environment for pupils attending the breakfast club. The Breakfast Club Supervisor will oversee the daily operation of the club, including the preparation and serving of food, supervision of children, and the planning of age-appropriate activities, ensuring all safeguarding and health and safety procedures are followed.

Other duties or responsibilities within the School may be required and will be discussed with the successful candidate.

Salary

The salary for this position is £25,869 per annum (full-time equivalent) and when adjusted to part-time, term time will be £5,472.29 per annum.

You will be paid in equal monthly payments, in arrears. Payment will be made on the 25th of the month into a bank, building society or other account of your choice.

Hours

10 hours per week 7.00 – 9.00am Monday - Friday, term time only.



KEY RESPONSIBILITIES

The list of duties below goes some way towards describing a 'day in the life of' the Breakfast Club Supervisor but is by no means exhaustive.

- Undertake the daily running of the Breakfast Club, developing and maintaining high standards throughout to ensure the welfare of the pupils at all times
- Prepare, serve, and clear away a nutritious breakfast in line with food hygiene and health standards
- To ensure the safe delivery of food to those pupils with allergens
- Provide engaging, age-appropriate activities to support children's social interaction and prepare them positively for the school day
- Maintain accurate records of attendance and any incidents or concerns, reporting to the appropriate school staff as needed
- Maintain a standard of cleanliness and hygiene, before, during and at the end of each session
- Promote positive behaviour in line with the School's behaviour policy
- Liaise with parents and carers as appropriate to ensure good communication and care of pupils
- Work closely with school staff to ensure continuity of care and consistent support for children
- Follow all safeguarding, health and safety, and food hygiene procedures and policies
- Any other duties required by the Headmaster or Deputy Bursar, in association with the role

N.B. Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

- Experience of working with children aged 3–11 in a school or childcare setting
- Understanding of safeguarding and child protection procedures
- Basic food hygiene knowledge or willingness to undertake training
- Ability to plan and deliver engaging and inclusive activities
- Good communication skills with both children and adults
- Reliable, punctual, and able to work independently and as part of a team
- Relevant childcare qualification would be advantageous but isn't essential
- First aid training (or willingness to complete).
- Loyal, approachable, efficient, enthusiastic, conscientious and hard working
- Reliable, courteous, calm and articulate
- Ability to prioritise and multi-task
- Good time-keeping and smart appearance
- Excellent attention to detail

Other Requirements

- Satisfactory Enhanced DBS (which we will obtain for you if required)
- Two satisfactory references (which we will obtain for you if required)
- Suitable to work with children
- Able to be flexible with working hours should the need arise.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.
- *Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive. However, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.*

TRAINING

- Where necessary, to undergo on the job training under the general direction of the Head of Pre-Prep to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

HOURS AND SALARY

The salary will be based on the Hampton School Scale for Support Staff. The pro-rata salary for 10 hours per week, term time will be between circa £5,472 per annum (the full-time equivalent being between £25,869 per annum). You will be paid in equal monthly payments, in arrears.

The role is for 10 hours a week 7.00 – 9.00am Monday - Friday, term time only.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.



EQUAL OPPORTUNITIES

It is the policy of Hampton Pre-Prep & Prep School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



HAMPTON

PRE-PREP & PREP SCHOOL

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www.hamptonprep.org.uk