HERTFORD
PREP

Breakfast Club Care Assistant and Learning Support Assistant

Candidate Information Pack



INTRODUCTION

We are seeking a reliable, enthusiastic, and caring individual to support the delivery of our Wraparound Care provision at Hertford Prep as well as to work as a part-time Learning Support Assistant in our KS2 department. This role involves working with children in a safe, engaging, and nurturing environment before the school day and then joining the KS2 classes to provide Learning Support to include hearing children read and assisting with interventions as required.

Closing date for applications: 9.00am on Tuesday 12 January 2027.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£13.71 PH FOR 20 HOURS PER WEEK, IE £10,914 PA

Contract type

TERM TIME ONLY PERMANENT

Pension

STAFF PENSION

Hours

SUNRISE BREAKFAST CLUB: MONDAY TO FRIDAY, 7:30AM – 8:30AM

LEARNING SUPPORT ASSISTANT 8.30AM – 11.30AM

Holidays

SCHOOL HOLIDAYS

Reporting Manager

GRAEME ELLIS FOR BREAKFAST CLUB AND HANNAH THAMIA

The position is subject to a 6 months probationary period.

THE SCHOOL

A leading independent prep school and nursery, providing a nurturing and stimulating environment for girls and boys aged 2 to 11 years. Founded in 1898 and located on the edge of Hertford. The school sits within the beautiful grounds of Hertingfordbury Park, surrounded by fields and woodlands.

Utilising the school site for Forest School and Outdoor Learning, pupils benefit from this unique learning environment surrounded by nature, allowing teachers to bring learning to life through the adventure of education.

With a strong emphasis on academic excellence, the school also places great importance on the development of each child's social, emotional and physical wellbeing. Happy children discover a love of independent learning, grow in confidence and are well prepared for secondary education.

The school has great success in gaining places for Year 6 pupils at their secondary school of choice with an excellent scholarship track record at prestigious independent secondary schools.

A part of the Mill Hill Education Group
A charitable collection of independent schools. Our aim of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world



JOB DESCRIPTION

KEY RESPONSIBILITIES

Breakfast Club

- Supervise and ensure the safety and wellbeing of children attending the Breakfast Club
- Prepare and serve healthy breakfast options and afternoon snacks/drinks in line with food hygiene standards
- Plan and facilitate age-appropriate play activities, encouraging positive interaction and engagement
- Support smooth transitions of children to the playground and Early Years settings at the start of the school day
- Maintain accurate daily registers, including recording arrivals and departures in liaison with parents/carers
- Foster a welcoming, inclusive, and stimulating environment for all children

Learning Support Assistant

- Provide in class support through 1:1 or small group interventions
- Work with the SENDCo, class teachers and families to ensure appropriate support is in place for children on the SEND register
- Attend training and relevant meetings in order to keep up to date with developments in working with children
- Work as part of the team to ensure that the wellbeing and personal development of pupils enhances their learning opportunities and life skills
- Attend planning meetings with the SENDCo to develop individual pupil support plans
- Collaborate with class teachers to ensure consistency in the provision and delivery of support for pupils
- Provide regular feedback to the Assistant Head Academic and SENDCo and, where necessary, relevant outside agencies about any pupil's needs and progress
- To contribute to our pupil review process for those children on the SEND register



PERSON SPECIFICATION

The Ideal Candidate Will

- Have experience working with children in a school, childcare, or similar setting
- Demonstrate strong communication and interpersonal skills
- Be dependable, punctual, and able to work independently as well as part of a team
- Show a positive, proactive approach to supporting children's development and wellbeing
- Hold (or be willing to obtain) relevant safeguarding and food hygiene training
- Have experience working with children with a range of learning needs
- Demonstrate ability to support children both individually and in small groups
- Has a genuine commitment to support children's learning and wellbeing.
- Demonstrates patience, empathy, and understanding
- Be willing to contribute to the wider life of the school
- Show commitment to creating a safe, nurturing, and inclusive learning environment

We Offer

- A friendly and supportive working environment
- Opportunities for training and professional development
- The chance to make a meaningful contribution to children's daily school experience



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9AM ON TUESDAY 12 January 2027.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, please click the button here to complete your Application Form.

APPLY



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Part of Mill Hill Education Group