

Part of the **Hurst** Family of Schools

PENNTHORPE
NURSERY PRE-PREP PREP

Breaktime Supervisor

Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF **BREAKTIME SUPERVISOR** AT PENNTHORPE

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring. Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life.

I am immensely proud of our school and the people who make it such a rewarding place to work. If you would like to visit or discuss the role informally, please contact Lauren Manvell (recruitment@pennthorpe.com | 01403 822391). When you are ready, applications can be submitted via our online form.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler
Head of School

About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.



Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

Pennthorpe – Part of the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe's evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



Why Join Us?

I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Year 3 Teacher



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

Jessica Doodes, Head of Marketing & Communications



HAVING BEEN AT PENNTHORPE FOR A NUMBER OF YEARS, I CAN HONESTLY SAY THAT WORKING ALONGSIDE SUCH TALENTED AND PASSIONATE INDIVIDUALS TRULY FEELS LIKE A PRIVILEGE. THERE IS A REAL SENSE OF CAMARADERIE WITHIN THE TEAM, AND THE CHILDREN ARE GENUINELY AT THE HEART OF EVERYTHING WE DO.

Wendy Stanbridge, Teaching Assistant



The Benefits

There are many reasons to join Pennthorpe, including:

- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Friendly and supportive team and a busy staff social calendar
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- An allocated mentor to help with all queries and concerns
- Support for working parents
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



Breaktime Supervisor



This role requires a Break Time Supervisor who is attentive, approachable, and committed to ensuring that pupils enjoy safe, positive, and active break and lunchtime experiences. You will develop strong relationships with children across the school, promoting high standards of behaviour while creating an environment where pupils feel supported, included, and encouraged to engage positively with others.

At Pennthorpe, this role sits within a culture of care, wellbeing, and respect. You will play an important part in maintaining a safe and enjoyable environment during breaks and lunchtimes, supervising play, encouraging participation in activities and games, and supporting pupils to build positive friendships and social skills. You will help ensure that school expectations are upheld consistently while promoting children's happiness, confidence, and wellbeing.

You will be proactive in identifying and managing health and safety risks, responding appropriately to incidents, supporting pupils with medical or dietary needs, and delivering first aid where required. Working closely with colleagues, you will help to create a well-organised and inclusive environment where all children can play, learn, and thrive.

The ideal candidate will be calm, reliable, and caring, with the ability to engage positively with children and respond confidently to situations as they arise. You will use good judgement, clear communication, and a firm but fair approach to behaviour management, contributing to a happy, safe, and supportive school community where every child feels valued.



Role Overview

We are seeking a reliable and caring Break Time Supervisor to ensure pupils enjoy safe, happy, and engaging break and lunchtime experiences. This rewarding role requires a positive approach, strong communication skills, and a commitment to promoting pupil wellbeing, positive behaviour, and inclusion while supporting children to play, socialise, and thrive within the school community.



- Supervise pupils during break and lunchtime, ensuring their safety, wellbeing, and positive engagement in play and social activities.
- Promote high standards of behaviour in line with the school's expectations, supporting pupils to make positive choices and resolve conflicts appropriately.
- Organise and encourage participation in games and activities, fostering inclusion, teamwork, and enjoyment for all children.
- Monitor the play environment and take appropriate action to minimise health and safety risks, reporting concerns as required.
- Support pupils with medical and dietary needs, providing first aid and responding effectively to incidents when necessary.
- Build positive relationships with pupils, encouraging confidence, kindness, and respect within the school community.
- Maintain a safe, tidy, and well-organised environment, ensuring play equipment is used appropriately and stored correctly.
- Supporting in the Science Lab and DT Workshop as a technician during times when there are no break or lunchtimes.
- Work collaboratively with colleagues to support pupil wellbeing, uphold safeguarding responsibilities, and contribute to a positive school culture.

Person Specification



- Experience of working with children in a school, childcare, sports, youth work, or similar setting, with the ability to build positive relationships and support pupil wellbeing.
- Strong communication and interpersonal skills, with the ability to work effectively with children, colleagues, and parents.
- Ability to respond calmly and effectively to incidents, behaviour concerns, and changing situations, using a firm but fair approach in line with school policies.
- Ability to use initiative, follow instructions, and work both independently and collaboratively as part of a team.
- Awareness of health and safety responsibilities, with a commitment to safeguarding, equality, diversity, and inclusion.
- Reliable, flexible, and able to work outdoors in all weather conditions while maintaining high standards of supervision and care.
- Good standard of English and Mathematics; Paediatric First Aid qualification or willingness to undertake training.
- Commitment to maintaining confidentiality and upholding the values and ethos of the School.

This overview outlines the key responsibilities of the role, and candidates are encouraged to download the full job description from our website for a comprehensive understanding of the post. As Penwithorpe continues to grow and develop, the responsibilities of this role may be reviewed periodically to support both the evolving needs of the school and the post-holder's ongoing professional development.



How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: 10am - 2pm, Monday - Friday, term time only
- Start Date: September 2026
- Application Deadline: Friday, 31st July, 2026
- Interview Date: To be confirmed
- Responsible to: Deputy Head Pastoral
- Salary: £10,301.78 (NT21 £21,179 FTE)



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability of age.

Safeguarding

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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