



# St Martin's School

N O R T H W O O D



## Applicant Pack

### Wraparound & Holiday Club Assistant

### April 2026





## St Martin's School

### The School

St Martin's Preparatory School is home to 400 boys aged 3 to 13. Nestled in 12 acres of grounds, it offers a dynamic, friendly, and caring community. Conveniently located within easy driving distance from Northwood, Rickmansworth, Watford, Pinner, Ruislip, Harefield, Bushey, Stanmore, and Oxhey, many boys also travel from further afield.

Facilities at St Martin's include a Performing Arts Centre, two Science laboratories, an Early Years Centre, a Computing Room, an Art/DT suite, three libraries, a nature reserve, and a Sports Centre with an indoor swimming pool and outdoor pitches.

St Martin's provides a wide range of core and specialist teaching. Small class sizes ensure each pupil receives the best possible attention and support. Academic success and personal development are highly valued, and we strive to help every boy achieve his best.

Pastoral care is a priority, with all teachers nurturing the social development of the boys. The school fosters a warm, family-oriented atmosphere, reinforced when boys join Patrols (Houses) in Year 2. Our popular Inter-Patrol activities encourage teamwork and responsibility, promoting qualities such as courtesy, sportsmanship, and consideration for others.

Curriculum highlights include Music, Computing, Art, and DT, which are key aspects for all boys. A large proportion of students learn a musical instrument. Boys participate in football, rugby, hockey, cricket, cross-country running, swimming, and athletics, with the school boasting a fine reputation in inter-school matches.

A wide-ranging co-curricular programme is offered, with all classes participating in visits, workshops, and field trips. Our teachers are motivated, inspirational, and creative, focused on bringing out the talents and abilities of each boy, fostering strengths, and stimulating a love for learning. Effective communication between the school and home ensures a positive working partnership.

Wraparound care is available for all pupils from 7:30 am until 6:00 pm.

In Nursery and Reception, boys enjoy learning through play, guided to listen, observe, and ask questions to harness their curiosity. They are encouraged to initiate some of their own learning, absorbing the basic principles of language, beginning reading, and starting number work.

St Martin's develops boys' interpersonal skills, teaching them to collaborate and cooperate with peers. Experienced teachers impart a sense of responsibility and respect. The dedicated Early Years facilities



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include bright, spacious classrooms, a playground, kitchen, and library. Information technology is integral to teaching, and French is introduced in the Nursery.

Building on the Early Years Foundation Stage, boys move on to study core subjects like English, Maths, and Science. Their increasing curiosity about the world is nurtured, and a broader curriculum is introduced, including Art, Computing, Music, and Humanities. Boys are encouraged to participate in team, musical, and extra-curricular activities, extending their school life experience.

A caring and respectful attitude towards adults and peers is cultivated through effective personal skills. St Martin's boys learn to be well-mannered, confident, and articulate individuals in a happy environment.

Year 3 boys benefit from smaller classes, allowing greater focus on the individual. Learning encompasses a wider range of skills and is more formally subject-based. As they progress into Year 5, boys gain greater independence and take responsibility for personal organisation. Specialist subject teachers provide the academic rigour needed for Entrance and Scholarship examinations.

St Martin's prepares boys for numerous Independent Senior Schools, including Merchant Taylors', Habs, Harrow, John Lyon, and Aldenham Schools. The school has an excellent record of academic, sporting, music, DT, and all-rounder scholarships.

St Martin's boys have achieved great success, gaining outstanding scholarships and places at prestigious senior schools. This reflects the dedicated commitment of teachers and boys alike. Our boys are welcomed into their new environments, upholding the St Martin's reputation as well-educated, socially adept, and rounded citizens.

In the senior year groups, boys gain experience holding positions of responsibility and may be chosen for leading roles in sports teams, musical activities, or the school play. The vibrant curriculum is enriched by after-school activities, educational trips, and residential visits.

Our teaching programme is designed to create happy, considerate young people with the confidence to make intelligent decisions and seize opportunities. Involvement in community projects expands their sense of responsibility and compassion for others.

Throughout their time at St Martin's, boys are prepared for the challenges ahead. They leave the school as well-equipped, collaborative learners with an excellent work ethic, ready for the next stage of their education.

For further details, visit our website: [www.stmartins.org.uk](http://www.stmartins.org.uk)



## Job Description

**Title:** Wraparound & Holiday Club Assistant

**Responsible to:** Head of Early Years  
Head of Key Stage One

**Working Hours:**

- **Term time:** Monday to Friday, 3:15pm–5:15pm
- **Holiday camps:** 8:30am–3:00pm (up to 8 weeks per year during the school holidays)

There may be flexibility for the right candidate to work fewer days per week, and a job-share arrangement will be considered.

## Key Duties and Responsibilities

- Supervise boys in the after-school care setting, ensuring a safe, calm and positive environment.
- Organise age-appropriate activities that promote social interaction, creativity and play.
- Uphold safeguarding, welfare and health & safety standards at all times.
- Communicate effectively and professionally with parents, staff and pupils.
- Assist with preparing snacks and help maintain a clean, organised care space.
- Support the supervision of children attending the school's in-house holiday camps, which run during the first week of all school holidays and the first three weeks of the summer holiday (8:30am–3:00pm).

## Person Specification

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

### Skills

- Strong interpersonal and communication skills.
- Ability to manage groups of children positively and effectively.
- Capacity to plan and deliver engaging activities.

### Experience

- Experience working with children, ideally in a school or childcare setting.
- Understanding of safeguarding and child protection principles (training can be provided).
- First Aid qualification, or willingness to obtain one.



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- Previous experience of working in an independent school environment would be desirable but not essential.

### Personal Qualities

- Warm, caring and patient approach.
- Reliable, responsible and committed to supporting children's wellbeing.
- Enthusiastic, proactive and able to work well as part of a team.
- Creative and adaptable when responding to the needs of pupils.

*It is the successful candidate's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy 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, they must report any concerns to the Designated Safeguarding Lead.*

### Remuneration

The successful candidate will receive:

- Competitive salary according to experience and expertise
- Access to Defined Contribution Pension Scheme
- Professional development opportunities
- Employee Assistance Plan

### How to Apply

**To apply for this position, please visit [www.stmartins.org.uk/vacancies](http://www.stmartins.org.uk/vacancies)**

**The closing date is 12 noon on Tuesday 7 April 2026. Early application is advised as the School reserves the right to close the advert early should a suitable applicant be found.**

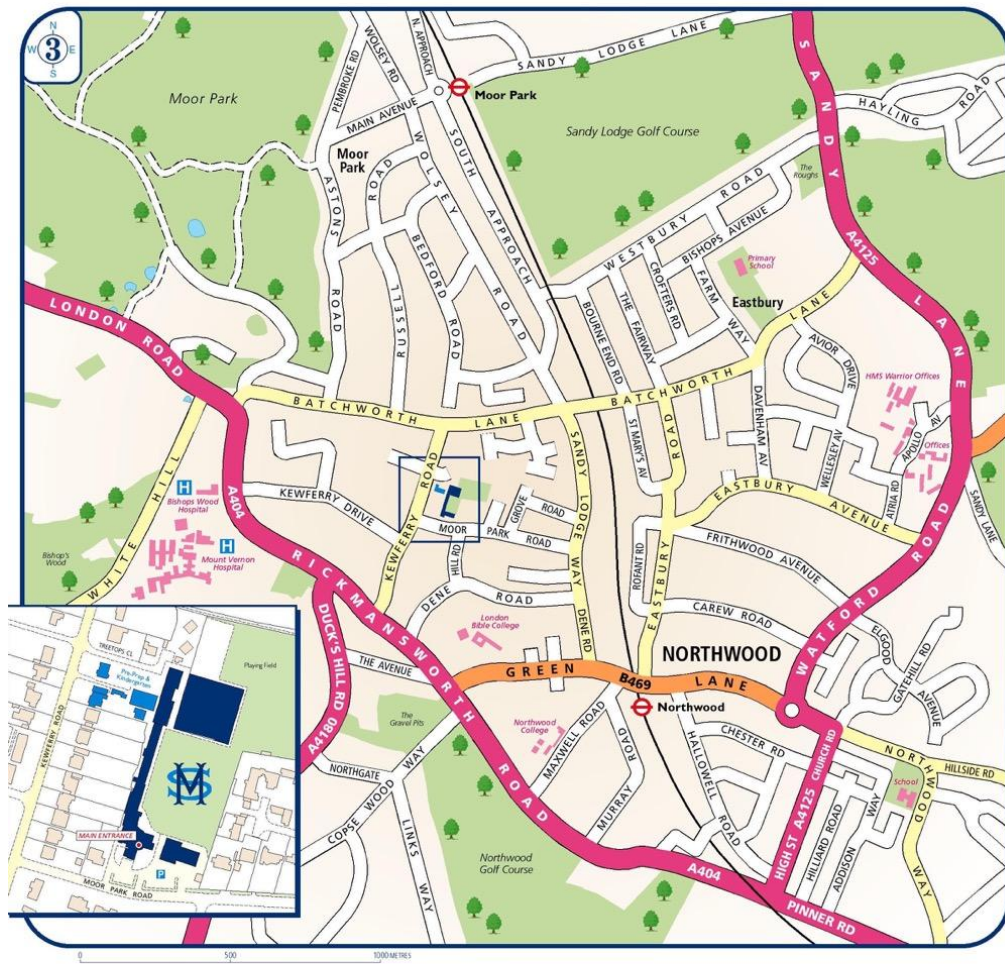
If you have any questions, or you would like an informal chat about the role, then please contact the Head's PA, Mrs Gill Robson to arrange [headpa@stmartins.org.uk](mailto:headpa@stmartins.org.uk)

The successful candidate will be subject to an enhanced DBS check, and references will be taken up before the appointment is confirmed.



## St Martin's School

St Martin's School  
40 Moor Park Road  
Northwood  
Middx  
HA6 2DJ  
01923 825740



### Travelling to St. Martin's School, Northwood

**By Air:** Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

**By Rail:** The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

**By Road: From the North via the M25:** Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

**From the South via the A40:** If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

**On arrival:** Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.