



After School Club (Cat Club) Lead Supervisor

Part-time (5 days a week, 3:00pm to 6:15pm)

Job Description





We seek to appoint from September 2026 a dedicated and caring Cat Club Lead Supervisor to work 3:00pm to 6:15pm Monday to Friday each week during term time.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 23-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Personal and Professional Qualities Required

The successful applicant will have experience working with children in a teaching, childcare, or early years capacity, and will demonstrate a strong understanding of the developmental, emotional, and pastoral needs of children aged 3–11.

They will be patient, approachable, calm, and nurturing, with the ability to create a safe, stimulating, and inclusive environment in which children feel secure, valued, and engaged. The postholder will be expected to provide creative and age-appropriate activities that support children’s social, emotional, physical, and developmental growth, including for early years children.

The successful candidate will possess excellent communication and interpersonal skills and will be confident in leading and supervising a team of three to four staff working across varying days of the week. They will be organised, reliable, and capable of managing the day-to-day operation of the provision with professionalism and initiative.

Basic computer literacy / ICT skills would be an advantage.

All staff working at St Catherine’s are required to undertake regular Child Protection and Safeguarding training. Regular First Aid training will also be provided. The successful candidate will additionally be required to complete a basic Food Hygiene course.



Duties undertaken by the After School Care (Cat Club) Lead Supervisor in the Prep School

Daily Organisation and Supervision

- Check the booking system routinely to track demand and ensure sufficient staff: pupil ratios.
- Arrive promptly at 3:00pm on working days and print the registration sheet from the booking system.
- Prepare the session by setting up snacks, maintaining high standards of hygiene and food safety for all age groups, including EYFS children and with care for those with specific allergies.
- Ensure the safe organisation of children's belongings on arrival.
- Welcome children into Cat Club and oversee the smooth running of the afternoon session.
- Maintain accurate attendance records, including registering arrivals and signing out departures.

Childcare and Pastoral Care

- Provide high-quality supervision and care for children aged 3–11, with regard to the needs of early years children.
- Welcome new children to Cat Club, explaining routines clearly and offering reassurance and support to those who may be anxious or unsettled.
- Foster a warm, nurturing, and inclusive atmosphere in which all children feel safe and supported.
- Support children's social, emotional, and physical development through play, structured activities, and positive interaction.
- Encourage participation, confidence-building, and inclusion, particularly for children who may be shy or less confident.

Health, Safety, and Safeguarding

- Ensure the safety and wellbeing of all children at all times, with particular attention to the additional care and supervision needs of EYFS pupils.
- Maintain awareness of children with allergies, medical needs, and health care plans, including knowing where emergency medication such as EpiPens are stored.
- Provide additional care for younger children, including EYFS pupils, such as supporting toileting, handwashing, and transitions between activities.
- To ensure children are supervised safely at all times, both indoors and outdoors.
- To manage accidents and incidents appropriately, including completion of accident forms and communication with parents. Liaise with Medical team when necessary.
- Report any safeguarding or pastoral concerns promptly to a member of Prep SMT or DSL.
- Ensure correct staff-to-child ratios are maintained at all times in accordance with early years and safeguarding requirements.

Activity Planning and Engagement

- Organise and lead age-appropriate indoor and outdoor activities which promote play, creativity, motor skills, and social interaction.
- Supervise and escort children to the Prep field, ensuring they are appropriately dressed for the weather, with additional support for EYFS children.
- To supervise outdoor play and encourage children's participation in physical activities such as skipping, ball games, swing ball, and use of the adventure playground.
- To prepare indoor activities when weather prevents outdoor play.
- To organise and manage the use of games, art equipment, and sports resources.
- Support children attending after Prep Club (from Year 3 onwards), including supervising snacks and homework where required. When using iPads, appropriate adult supervision must be maintained.
- Manage safe collection procedures, including supervising parent access via the side gate during outdoor play.

Administration and Record Keeping

- To take an accurate register of children attending and signing out on departure.
- To maintain attendance records and input charges for the Accounts Department for end-of-term billing.
- To sign off Duke of Edinburgh volunteer and work experience student records where applicable.





Team Leadership

- To lead, support, and supervise the Cat Club staff team.
- To organise cover arrangements in liaison with the Deputy Head, Pre-Prep if a member of staff is unable to work.
- To attend termly meetings with the Prep Deputy Head, Pre-Prep.
- To contribute to the ongoing development of the provision through budget planning and purchasing of appropriate resources/equipment.

End of Session Duties

- To oversee the safe dismissal of children to parents/carers.
- To begin clearing and tidying away equipment from 5.45pm and ensure the setting is left in good order.

Safeguarding Commitment

- St Catherine's School is committed to safeguarding and promoting the welfare of children and young people.
- All staff are required to undertake Child Protection training as part of their induction and refresher training every two years thereafter, together with Prevent Duty training.

Remuneration

Competitive salary

Other Benefits

All staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses.

A fee concession may be offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance assessment. For part-time staff any fee concession is calculated on a pro rata basis.

Where applicable, non-teaching staff in the School are auto-enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

We offer a health cash plan, which covers an individual employee and their family members, providing cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP, and personal accident to name a few, which is a taxable expense. This benefit is reviewed annually.





Applications

The application should be completed on My New Term using the link to Job Opportunities below by 4pm on Monday 11th May and should take the form of:

- the completed My New Term Application Form via the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the application form.

Interviews will be held during the week beginning Monday 18th May.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Naomi Bartholomew, Prep Head
May 2026



St Catherine's School BRAMLEY

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www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858