

Myatt Garden Primary School

***After School Club Manager***  
**Applicant Information Pack**



# Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. I am proud to have been part of the Myatt Garden community for over 20 years and as Head Teacher since 2014.

Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others. Our pupils are polite, friendly and demonstrate very positive attitudes to teachers, their learning and each other.

Staff are our most valuable resource and it is the people in our organisation that make the difference each and every day. It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

At our last Ofsted, inspectors recognised the ethos of Myatt Garden as very positive and instilling a sense of 'can do' in pupils and staff. They highlighted the significant part played by our bespoke curriculum and the way it encourages children to think for themselves and develop a real enthusiasm for learning.

Our aim is for our After-School provision to build on this, providing our pupils with quality wraparound care that offers a range of exciting and engaging activities that meet the needs of the 3—11 year old children.

We are excited about welcoming a new dynamic team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.

*Sally Williams*  
*Head Teacher*





# A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 361 children on roll, including our nursery. The school serves a very diverse community with our pupil premium children making up about 20% of our roll and 61% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

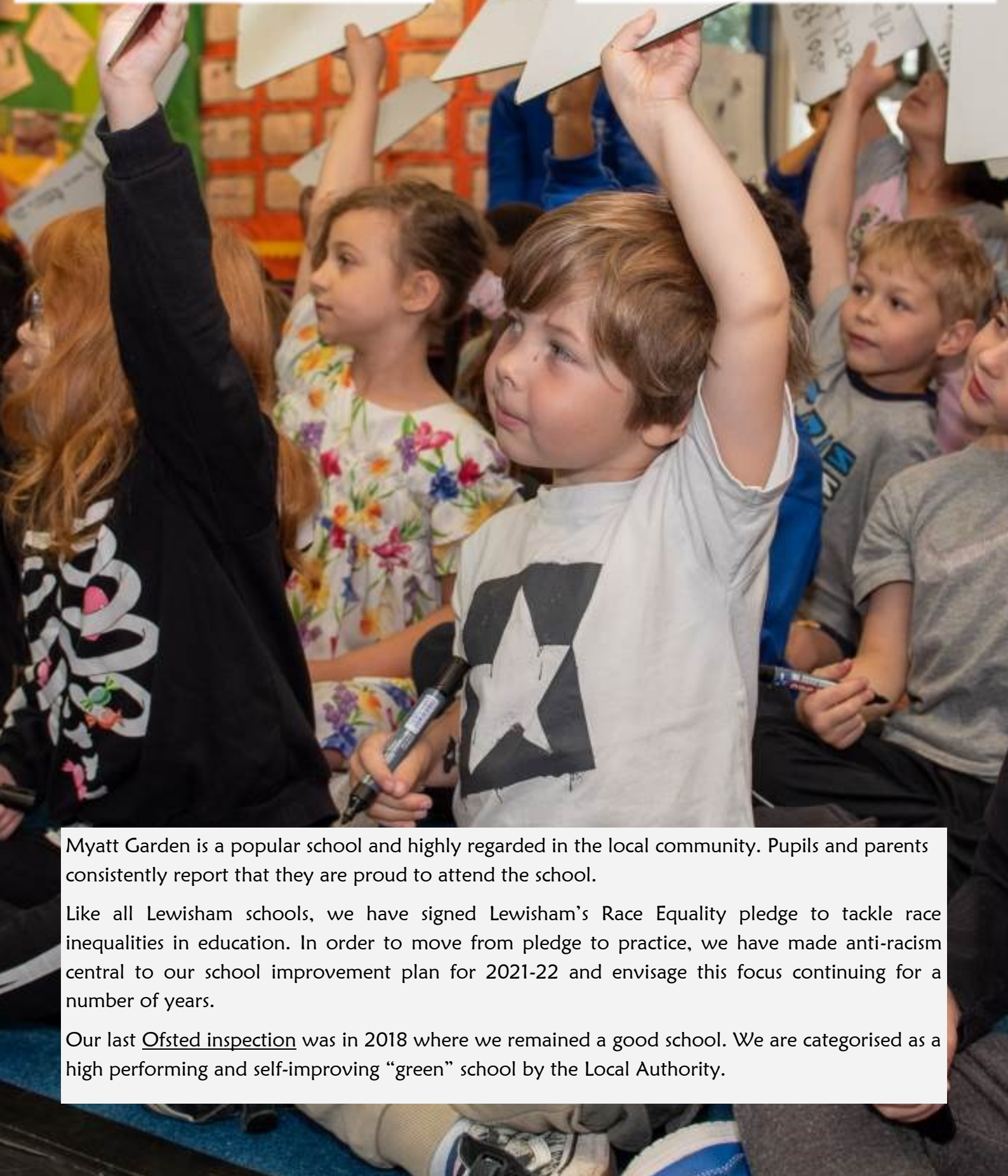
We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens



“ I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

“ Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education. In order to move from pledge to practice, we have made anti-racism central to our school improvement plan for 2021-22 and envisage this focus continuing for a number of years.

Our last Ofsted inspection was in 2018 where we remained a good school. We are categorised as a high performing and self-improving “green” school by the Local Authority.

# After School Club

Our After School Club provides a much-valued service to our school community. A safe, fun place where pupils can continue to learn and play until their families are able to collect them after a busy day of work.

The After School Club provides a wide range of activities such as crafts, cooking, games and art, alongside opportunities to use the extensive outside area for sports activities and outdoor games.



A pupil club council provide important feedback on what they value, make suggestions for improvement and work with the adults to continually improve our After School Club.

Moving forward, we aim to better incorporate school themes into our after-school provision e.g. Black History Month, Book week, Take One Picture Art week.

Myatt Garden's After School Club is managed by the school and is based in the main school hall. It is available to all children from Nursery to Year 6. Children are sent to the main hall by their class teacher at the end of the school day, or collected from class depending on their age.

After School Club commences when school finishes until 6pm. This is 3:15pm for nursery, 3:20pm for reception and 3:30pm for KS1 and KS2.





## Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs every decision we make.


Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
  - ◆ Respectful, kind and eager pupils who love learning
  - ◆ An approachable, flexible and compassionate senior leadership team
  - ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
  - ◆ Excellent CPD opportunities and mentoring
  - ◆ Staff wellbeing committee and mental health champions
  - ◆ Free tea and coffee in the regularly stocked staff room
  - ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture



Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“ We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”

“ There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”



# Job Summary

Join Our Team as an After School Club Manager!

Are you passionate about shaping young minds? Do you have a flair for fun and a heart for education? We're looking for an energetic and dedicated After School Club Manager to lead our provision on Mondays to Fridays 3pm to 6pm.

The role will involve designing an engaging program of activities that stimulate and captivate the mind of our pupils; guiding a team of talented staff on our after school club team; and building strong relationships with pupils, parents and the community.

The successful candidate must be available to start in **September 2024**. This will be a term-time only post working 15 hours per week Monday to Friday. We are offering an annual salary at scale 5 which equates to an actual salary of **£11,618 - £11,978**.

We know that the best way to get a true feel of our school and what we are like at Myatt Garden is by visiting us. We encourage all considering this role to come and visit our school. Please contact **Eli Tabiri**, the School Business Manager, by telephone on 020 8691 0611 or send an email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk) to arrange a visit.

We encourage applications from people from all sections of our wider community. The closing date for all applications is **at noon on Friday 19th July 2024**.





# Job Description

Job Title	After School Club Manager
Pay Grade	Scale 5
School	Myatt Garden Primary School
Responsible to	Head Teacher,
Responsible for:	After School Club Assistants

## MAIN PURPOSE OF JOB

To be responsible for the day to day organisation and operation of the club, and for the children in your care

## Statutory Requirements

The postholder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' child protection and behaviour management policy.

## Main Functions

1. To provide full care for the children, including arrangements for receiving and releasing children from / to parents and/or named carers, and safely delivering them to school as appropriate
2. To be responsible for providing high quality varied activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to all the children. Review and develop service provision where necessary
3. To lead and supervise a team of after school club assistants to ensure a high level of service, including allocation of duties, monitoring tasks and arranging rotas where necessary
4. Participate in recruitment and interview of After School Club Assistants as required
5. To ensure that the Club is a safe environment for children, that equipment is safe, standard of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively
6. To oversee the provision of a light meal and refreshments
7. To provide safe, creative, appropriate play opportunities, preparing and organising the activities programme
8. To encourage pupils to interact and play co-operatively with others and promote positive values
9. To ensure all staff are adhering to the school's Pivotal approach in dealing with behaviour issues
10. To carry out day to day administration, record keeping, ordering and purchasing materials and equipment, including visits to local shops to collect food items
11. To remind parents to pay outstanding fees where necessary
12. To work within an agreed budget, including purchase of food and refreshments and organising routine maintenance with the Premises Manager

13. Ensure the after school club team provides immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance
14. To administer First Aid as appropriate and ensure the school's First Aid Procedure is followed
15. Be aware of special medical conditions, e.g. asthma, and the relevant precautions and treatments necessary and ensuring all team members are aware of this information
16. To ensure records are properly maintained e.g. attendance and accident/incident records
17. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children and encouraging parental involvement
18. To contribute to and implement all school and club policies and procedures and support staff to ensure policies and procedures are followed
19. To arrange and attend meetings as appropriate
20. To ensure the premises are locked and secure at the end of the session
21. To take responsibility
22. For the safeguarding of all children during the session and those children who are not collected on time by their parent/carer
23. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety and be responsible for implementing Safeguarding and Health and Safety policies and procedures
24. Any other duties which are reasonably requested by the School Business Manager or Head Teacher

## **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

The postholder will be required to undertake other duties commensurate with the level of the post as required to ensure the efficient and effective running of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.



# Person Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>◆ Level 2 or equivalent in English &amp; Maths (minimum)</li> <li>◆ Level 3 Childcare qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>◆ First Aid Training</li> <li>◆ Food handling/hygiene qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>◆ Knowledge and understanding of the Health and Safety regulations within the school</li> <li>◆ An understanding of good quality childcare</li> <li>◆ Knowledge of school policies on Child Protection, Pupil behaviour, and Equal Opportunities</li> <li>◆ An understanding of, and commitment to Quality Assurance</li> </ul>	<ul style="list-style-type: none"> <li>◆ Knowledge of food hygiene</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>◆ Ability to relate well to children and adults</li> <li>◆ Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>◆ Ability to provide and facilitate safe, creative activities</li> <li>◆ Ability to supervise and lead a team</li> <li>◆ Good communication skills</li> <li>◆ Good literacy and numeracy skills</li> <li>◆ Ability to establish a rapport with children and their parents</li> <li>◆ Ability to meet children's individual needs, including those with special educational needs</li> <li>◆ Ability to use judgement and common sense</li> </ul>	<ul style="list-style-type: none"> <li>◆</li> </ul>
-----------------------------	--	---

# Person Specification

<b>Experience</b>	<ul style="list-style-type: none"><li>◆ Experience of working with children (ages 3-11)</li><li>◆ Some experience of administration including budget management</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>◆ Experience of working with children (ages 3-11)</li><li>◆ Some experience of administration including budget management</li><li>◆ Ability to be a good representative of the school when dealing with the public, parents, children</li><li>◆ A personal commitment to equal opportunities</li><li>◆ Willingness to participate in further training and developmental opportunities offered by the school and council, to further knowledge</li><li>◆ Willingness to maintain confidentiality on all school matters</li></ul>	



# Selection Process



To apply for this role please complete the accompanying application form and submit this via email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk) or by post at Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **noon on Friday 19th July 2024**

## Shortlisting

Applications will be shortlisted by the panel on **Monday 22nd July 2024**

All shortlisted candidates will be contacted via email or telephone by **Wednesday 24th July 2024**.

Shortlisted candidates may be subject to an online search.

## Interviews

Interviews will be held on **Monday 29th July 2024**

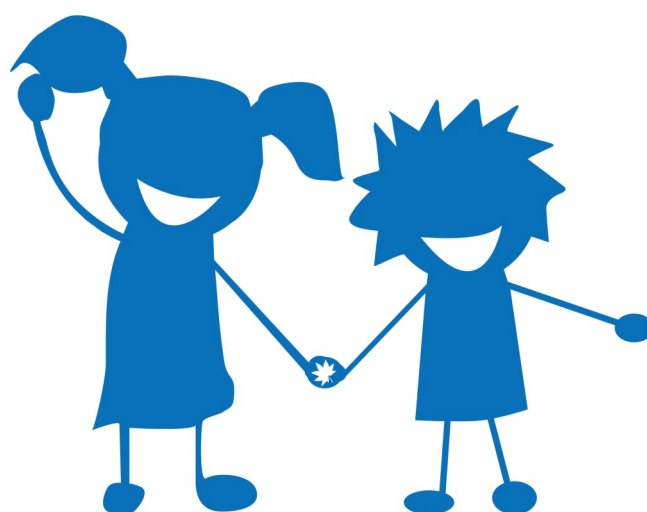
## Appointment

The successful candidate would be expected to start in **September 2024**.

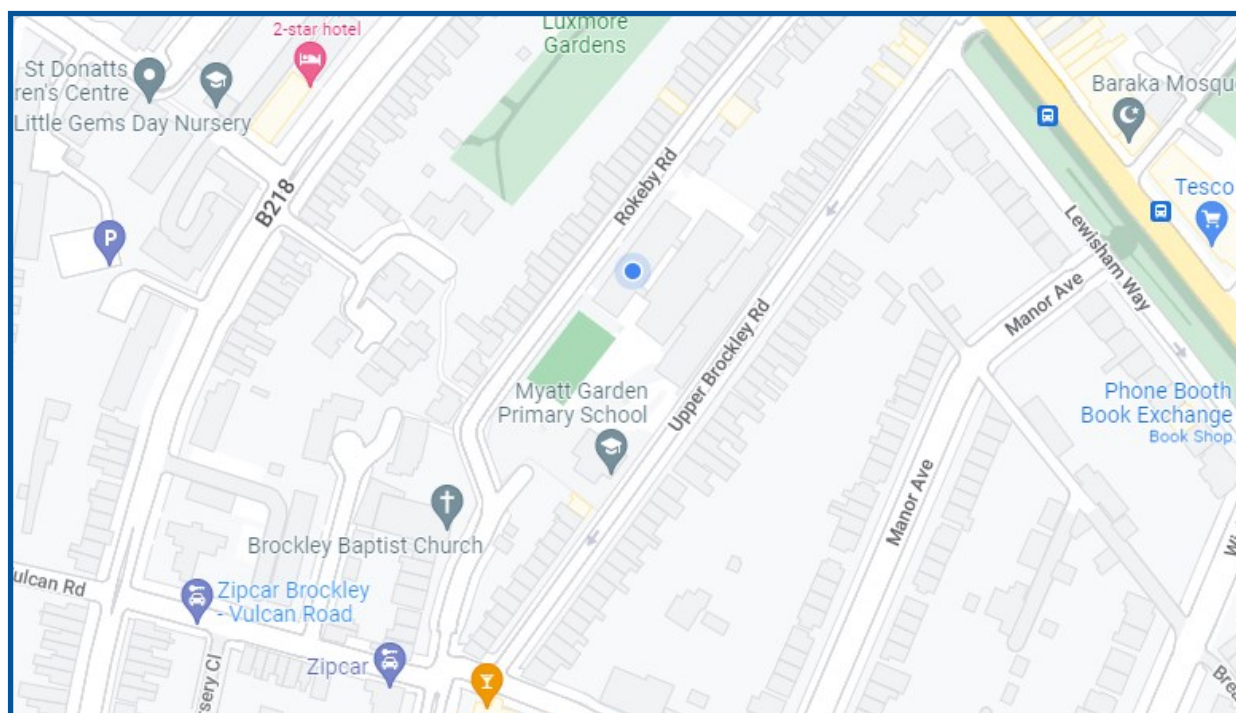
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Eli Tabiri** on 020 8691 0611 or send an email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk).



## Myatt Garden Primary School



### Telephone

020 8691 0611

### Email

[recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk)

### Address

Rokeby Road, London SE4 1DF