# After School Club Manager

**Start date:** 1st September 2022

**Hours:** Monday to Friday 3:15pm to 6.15pm term time only (5:45pm on a Friday)

**Salary:** C1 point 12 (14.5 hours per week)

St Nicholas Catholic Primary School are seeking to appoint a dedicated manager for a newly established after school club. We are seeking a manager who will provide the very best childcare for our children at St Nicholas Catholic Primary and manage a fantastic team in what will be a very rewarding role.

**We are seeking:**

* A highly effective practitioner with a clear understanding of Child care requirements
* A manager who is highly organised and can direct and lead a small team of play leaders
* Someone who will make a difference to children’s lives and their futures by being passionate and determined in everything they do.
* A manager who has high expectations of behaviour for all children.
* Has a positive attitude to change and embraces new and innovative ideas
* Is committed to the development of the whole child
* Is positive, approachable and a team-player

**Essential skills required for the role:**

* Have a knowledge and understanding of key safeguarding documents and be able to follow the school’s safeguarding policies and expectations.
* You must have experience of working with children between the ages of 4 and 11 within a school or childminding setting.
* Hold an appropriate qualification relating to children (for After School Care and Holiday Camps

Manager roles – e.g. NVQ Level 3 or above/working towards or equivalent)

* You must be passionate and enthusiastic, punctual, organised and have good communication

skills

* Be able to manage a small team
* Be able to demonstrate knowledge of how to provide high quality childcare and what is necessary for a safe environment for children.
* At least 1year experience within a childcare management role
* Experience of managing groups of children from YR to Y6.
* Experience of supporting children with behavioural, social and emotional needs.
* Have Paediatric First Aid, Safeguarding and Food Hygiene training or be willing to complete courses for these funded by the school.

**Some of the major tasks will include: -**

* Planning and organising a range of activities for the Club
* Overseeing health and safety and safeguarding of pupils
* Communicating with parents/carers on a regular basis
* Administering first aid when necessary
* Undertaking appropriate and relevant training
* Managing a small team
* Being committed to safeguarding and promoting the welfare of the children

**In return we can offer:**

* A wonderful school community, with enthusiastic and happy children
* An on-going commitment to learning for all
* A team approach with supportive and friendly staff
* A competitive and attractive salary and level of responsibility to the right applicant.
* Good holiday entitlement
* Employer contributions to a Pension Scheme

If you are truly passionate about extending children’s learning, and feel you have the necessary skills and personal attributes to be part of this exciting journey, then we would like to hear from you.

Please download a copy of the application pack on the website with this advert or request an application pack, email: dunleavyp@stnihcolasprimaryleeds.org.uk if you are having difficulties.

*St Nicholas Catholic Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.*

*A Disclosure and Baring Service (DBS) Check and Qualifications by Association statement will be required for the successful candidate.*

The successful candidate will be expected to sign a CES contract.

**Closing date:** Friday 17th June 2022 at 12 noon

**Interviews will take place following the closing date and shortlisting with the school’s recruitment panel. Applicants will be informed and contacted via email if they are successful in their application for interview.**