

# Before and After School Manager

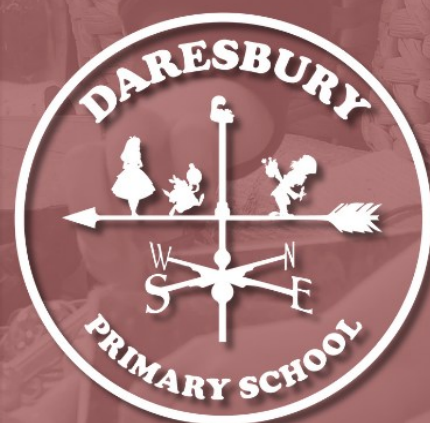
## Candidate Pack

**Salary:** NJC SCP 9-10  
£27,254—£27,694 (Prorated  
salary £9,342—£9,492)

**Contract Type:** Part-Time  
15 hours per week

**Contract Term:** Permanent—  
01/09/2026 Start Date

**Location:** Chester Road  
Daresbury Warrington WA4  
4AJ



# About us

## ✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

### **With kindness:**

we look out for each other.

### **With integrity:**

we do the right thing.

### **With tenacity:**

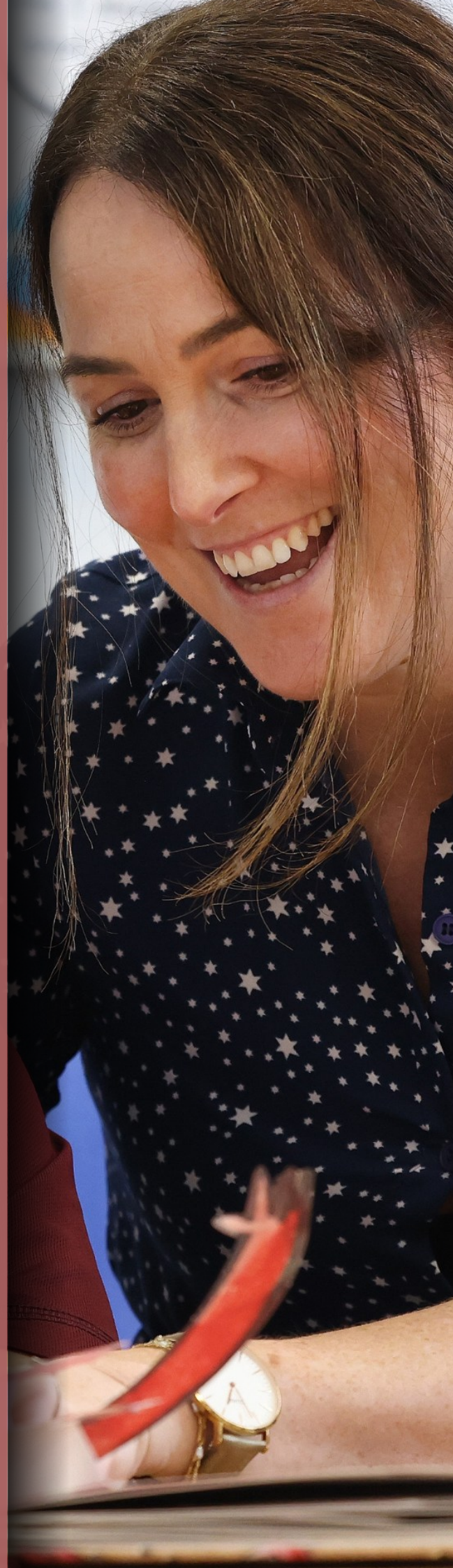
we do what it takes.

## ✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

## ✓ HOW WE WILL SUCCEED

Through clarity, collaboration, accountability, and academic rigour.



# We offer:

- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance. Your emotional wellbeing is important to us and we strive to balance work and life and nurture the best possible environment for high performance and job satisfaction
- ✓ Work laptop
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Employer Pension Contribution – Local Government Pension Scheme (LGPS)
- ✓ Employee Assistance Programme (EAP)



# Before & After School Manager

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## Salary

NJC Scale point 9-10 (Prorated salary  
£9,342—£9,492)

## Hours

15 hours per week

## Contract Type

Permanent

## Closing Date

4th August 2026

### **About Us**

Daresbury Primary School is a vibrant, values-driven school committed to providing a high quality education for all our students. We focus on learning behaviours and fostering positive attitudes in how children behave, ensuring they are equipped to succeed both academically and personally. Our dedicated team and supportive community strive to nurture and challenge our children positively, helping them achieve their full potential in an inclusive, enriching environment.

### **What are we looking for?**

We are seeking a highly motivated Before and After School Club Manager to join our team at Daresbury Primary School. The successful candidate will play a pivotal role in providing a safe and enriching environment for children before and after school hours, while also overseeing a dedicated team of staff members. Applicants must hold a Level 3 qualification in Childcare, Playwork, Early Years, Teaching Assistant, or an equivalent qualification (RQF Level 3), and demonstrate a passion for delivering high-quality childcare and supporting children's development.

The right candidate will be aligned to our values of Tenacity, Integrity and Kindness and be committed to our mission to empower our children to overcome barriers, be able to compete with the best, and shape the future.

We are open to flexible working around these roles, which can be discussed further during recruitment.

### **About: The Heath Family (NW)**

The Heath Family is centred on raising standards of achievement and aspirations for all students to the highest standard by developing and nurturing both primary and secondary academies. We are part of a local strategy focussing on increasing choice and diversity in education encompassing innovative approaches to curriculum, teaching and learning, leadership and management. We place an emphasis on talent management, developing leaders and enhanced professional development for all staff. We also extend our impact in terms of raising standards of education for more young people and help break the cycle of underachievement and low aspirations which is a feature of significant parts of the Merseyside and Cheshire area.

# Job Description

## Overall Purpose of the Post

To lead, manage and develop the Before and After School Club, ensuring the provision of a safe, stimulating and inclusive environment where children can thrive. The postholder will be responsible for the day-to-day operational management of the club, leading a team of staff, maintaining high standards of safeguarding and care, and ensuring the service operates efficiently, complies with statutory requirements and meets the needs of children and families.

## Key Responsibilities:

- Lead the day-to-day management and organisation of the Before and After School Club, ensuring the provision operates effectively and efficiently.
- Provide leadership, support, supervision and direction to club staff, promoting high standards of practice and professional conduct.
- Prepare, monitor and manage staff rotas to ensure appropriate staffing levels are maintained at all times.
- Plan, deliver and evaluate a varied programme of engaging, inclusive and age-appropriate activities that promote children's learning, wellbeing and development.
- Create and maintain a safe, welcoming and stimulating environment that supports children's social, emotional and physical development.
- Ensure the highest standards of safeguarding are maintained at all times, in line with Trust policies, statutory guidance and local safeguarding procedures.
- Promote positive behaviour and implement appropriate behaviour management strategies to support children's wellbeing.
- Ensure compliance with all Health and Safety, food hygiene, allergy management and first aid requirements.
- Act as Key Holder, taking responsibility for opening, securing and maintaining the safety of the school premises during club operating hours.
- Maintain accurate registers, attendance records, accident and incident reports, medication records and all other statutory documentation.
- Manage the club booking system and oversee attendance records, ensuring accurate administration of places.
- Process or oversee family payments and maintain accurate financial records in accordance with the Trust's financial procedures.
- Monitor expenditure, manage the club budget effectively and ensure value for money when purchasing resources, food and consumables.
- Order, monitor and maintain appropriate levels of food, equipment and other resources required for the smooth running of the provision.
- Develop and maintain effective communication with parents, carers, school staff and other professionals, responding appropriately to queries and concerns.
- Liaise with school leaders and external agencies, where appropriate, to support the individual needs of children attending the club.
- Ensure all operational policies, procedures, risk assessments and records remain accurate, compliant and up to date.
- Ensure the provision complies with all relevant statutory childcare requirements, Ofsted expectations (where applicable), Trust policies and school procedures.
- Lead the club's response to emergency situations, including first aid incidents, fire evacuations and site security arrangements.
- Monitor and review the quality of the provision, identifying opportunities for continuous improvement and implementing enhancements where appropriate.

# Job Description

- Promote the club within the school community, supporting increased participation and maintaining high levels of satisfaction among children, parents and carers.
- Undertake any other duties appropriate to the grade of the post, as reasonably required by the Headteacher or Trust.

## **Supplementary Support:**

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW) d) Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required. f) Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post*

# Person Specification

## Essential Qualifications

- Level 3 qualification in Childcare, Playwork, Early Years, Teaching Assistant, or equivalent (RQF Level 3).
- Current Paediatric First Aid certificate (or willingness to obtain within an agreed timescale).
- Safeguarding/Child Protection training (or willingness to undertake immediately).
- Food Hygiene Certificate (Level 2 minimum).
- Evidence of continuing professional development.

## Desirable Qualifications

- Level 4 or above qualification in Childcare, Leadership or Management.
- Designated Safeguarding Lead (DSL) training.
- Health and Safety qualification.
- Food Safety Level 3.
- Playwork qualification.
- Behaviour management training.
- Manual Handling training.

## Essential Experience

- Experience of working with primary-aged children.
- Experience of planning and leading engaging activities.
- Experience supervising or leading staff.
- Experience communicating effectively with parents and carers.
- Experience maintaining safeguarding, behaviour and health & safety procedures.
- Experience of administering medication (where appropriate).
- Experience of preparing and serving food safely.
- Experience maintaining accurate records and registers.

## Desirable Experience

- Previous experience managing a wraparound care provision.
- Experience creating staff rotas.
- Experience managing budgets or ordering supplies.
- Experience collecting or recording payments.
- Experience using school management or booking systems.

# Person Specification

- Experience completing risk assessments.
- Experience working within a school environment.

## Essential Knowledge

- Keeping Children Safe in Education (KCSIE) guidance.
- Safeguarding responsibilities.
- Health and Safety legislation.
- Food hygiene requirements.
- Behaviour management strategies.
- Equalities and inclusion.
- GDPR and confidentiality.
- Understanding of child development and play.

## Essential Skills

The successful candidate will be able to:

- Lead and motivate a small team.
- Produce and manage staff rotas.
- Organise stimulating and inclusive activities.
- Supervise children effectively and ensure their welfare.
- Build positive relationships with children, parents and staff.
- Manage bookings, attendance records and payments accurately.
- Order food and resources within budget.
- Maintain food safety standards.
- Complete risk assessments and daily safety checks.
- Respond calmly to emergencies and incidents.
- Prioritise workload and work independently.
- Use IT systems including email, spreadsheets and online booking systems.
- Communicate professionally, both verbally and in writing.

# Person Specification

## **Personal Attributes**

- Reliable and organised.
- Calm under pressure.
- Positive and approachable.
- Flexible and adaptable.
- High level of integrity and confidentiality.
- Committed to safeguarding children.
- Enthusiastic about children's learning through play.
- Able to inspire confidence in staff, children and parents.

## **Additional Requirements**

- Enhanced DBS check with Children's Barred List clearance.
- Right to work in the UK.
- Ability to work split shifts (before and after school).
- Willingness to undertake relevant training.
- Commitment to safeguarding and promoting the welfare of children.

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk).

**Application closing date:** 4th August 2026

**Shortlisting Date:** 5th August 2026

**Interview Date:** 10th August 2026