



Breakfast & After-school Club Manager

Contract:	Part Time, Permanent position. Term Time Only + 3 INSET days
Hours:	30 hours (Monday – Friday) <ul style="list-style-type: none">• Before School: 7:00am – 9:00am• After School: 3:00pm – 6:00pm• +3 hours admin time each week
Salary:	C1 (points 12 – 17 pro-rata)
Actual salary:	£19127.33 (point 12) - £20748.71 (point 17)
Required:	As soon as possible

Our Ferdi Friends Breakfast & After-school Club aims to provide high quality fun, in a vibrant, child-centered and affordable out-of-school play provision. We place high importance on a home from home environment in our setting, where children are encouraged to flourish through an exciting array of play opportunities and experiences.

The Role

As our Ferdi Friends Club Manager, you will have the opportunity to organise a range of activities, including role play, arts and crafts, sports, disco's and so much more! Your day to day role will be ever-changing, exciting and full of laughter.

You will create a safe, fun and fulfilling home from home environment for the children, asking how their school day was, playing games and providing a snack or evening meal. We care about our children and know them really well, and we hope you will love this job as much as we do!

We are looking for someone who:

- Has no other work commitments that might affect their performance at Ferdi Friends Club
- Is qualified in Early Years or Playwork
- Is willing to obtain First Aid, Food Hygiene and Safeguarding qualifications
- Is computer literate with knowledge of Word, Email and ParentPay
- Has experience as a Manager leading a staffing team
- Is be able to follow and implement policies and procedures
- Is able to take direction from the Headteacher and follow through in a timely manner
- Is reliable and able to work both mornings and afternoons, term time only
- Enjoys working within a large team
- Is very organised and able to speak clearly on the telephone and articulate well in communication
- Is able to work safely ensuring all staff follow H&S regulations, COSHH and Food Handling to name a few
- Ensure that all activities are inclusive for all children to take part in.
- Helps to develop and maintain good relationships and communications with parents/carers/school to facilitate day-to-day positive relationships
- Consults with the children and involves them in the planning of activities.
- Is able to provide weekly reports and complete daily checklists
- recruits new team members



- Has a clear DBS and a good sense of humour!

Hours:

- Before School - 7:00am – 9:00am
- After school – 3:00 – 6:00pm
- Admin time is provided to meet at least 30 hours per week

We are looking for an enthusiastic, dedicated and hardworking person to help our school continue to provide a great before and after school programme. If this sounds like you, please get in touch!

Visits to the school are very much encouraged. To book an appointment please speak to the school office on **0113 307 5550** or by emailing recruitment@asquithprimary.org

Closing date: Monday 31st March, 2025 at 9am

Interviews: Wednesday 23rd April, 2025

If you would like to apply for this post then please complete a school application form – we do not accept CVs or applications from supply agencies. For safer-recruitment purposes, your application form must provide full details of your employment since leaving secondary education, starting with your current or most recent employment first and then by working backwards, including reasons for leaving. Please also include any periods of voluntary work and/or training, providing reasons for any periods not in employment, education or training.

Please send completed application forms by email to recruitment@asquithprimary.org

We look forward to hearing from you!

Please note, we may choose to interview suitable candidates before the final closing date so early applications are encouraged; we reserve the right to appoint a suitable candidate on receipt of their application and a successful interview. Submissions from agencies or by CV will not be accepted.

Asquith Primary is committed to safeguarding and promoting the wellbeing of all children. We expect our staff and volunteers to share this commitment.

Our safer recruitment processes mean that the safety and welfare of the child is paramount at every stage of the process and therefore we adopt rigorous scrutiny in our pre-employment checking. Applicants must be willing to undergo relevant suitability checks in accordance with Keeping Children Safe in Education Statutory Guidance, including Identity, Right to Work, Qualifications, & Prohibition checks, alongside an online search, two References (which will be taken up prior to interview) and for the successful candidate, an Enhanced Disclosure and Barring Service (DBS) check.

As part of your application, you will need to provide full details of your employment since leaving secondary education, starting with your current or most recent employment first and then by working backwards, including reasons for leaving. Please also include any periods of voluntary work and/or training, providing reasons for any periods not in employment, education or training.