



Application Pack

KidsClub Manager

September 2026



Welcome

Thank you for taking time to learn more about the role of KidsClub Manager at Park Road Sale Primary School. The successful candidate will join a KidsClub team of 3 permanent KidsClub staff often supported by casual play assistants during busy times. ***Please note that there is flexibility in the hours of this role – please speak to us if you wish to learn more or discuss options.***

Park Road Sale Primary School is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities which are provided for them are relevant to their needs, both now and for the future.

Our school sets high standards. We have high expectations of what our children can achieve and strive to inspire all children to develop a love of learning so they make good progress and attain their very best; becoming confident and successful individuals in our changing world.

If Park Road Sale Primary School sounds like a school where you would like to work, please continue reading and we would love to hear from you. If you have any questions about the role, please do not hesitate to contact us. We will also be happy to give you a tour of the school and our KidsClub provision.

Kind Regards

Mrs Claire Walmsley

Headteacher



Job Description

Park Road Sale Primary School is seeking an enthusiastic and experienced KidsClub Manager to lead our well-established, vibrant and engaging Breakfast Club, After School Club and Holiday Club provision. The successful candidate will be responsible for the day-to-day management and delivery of the club, ensuring a safe, stimulating, and enjoyable environment for all children in attendance.

The successful applicant must have an excellent rapport with young children, be committed to the highest standards of educational provision and promote the aims, values and ethos of Park Road Sale Primary School.

Salary	This is an all year round appointment: Band 5 Points 19 – 22 based on 52 weeks full time before pro rata £32,061 to £33,699 Pay Award Pending	
Hours	Working Pattern: 2pm to 6pm during term time (39 weeks) PLUS 2pm to 6pm during holiday clubs which run October half term, February half term, 1 week at Easter, 2 weeks at Whit and 3 weeks during Summer. Annual Leave 8 Bank Holidays plus 25 or 30 days annual leave depending on length of service/continuous service. Some leave has to be taken during school closures.	
Contract Type	Permanent (probationary period 6 months)	
Start Date	September 2026	
Closing Date & Shortlisting	Monday 8th June 9am	
Interview Date	Week Commencing 15th June - TBC	

The Trust Board of this fantastic, happy school are seeking to appoint a highly motivated and committed KidsClub Manager to join us in our very popular and successful Breakfast Club, After School Club and Holiday Club provision.

In return we can offer you:

- Inspirational, dedicated, passionate staff where teamwork is strong;
- Friendly, supportive and collaborative school office team, teaching and support staff, SLT and Trust Board
- Commitment to your professional development
- Opportunities to contribute to the development and growth of our School & the Trust
- Generous LGPS pension
- Recently benchmarked salary
- Convenient location for Sale town centre and transport links
- On site free parking
- Employee Health and Wellbeing support via the Employee Assistance Programme

If you would like to work in a highly ambitious and successful school, and if you share our vision, values and enthusiasm, then we would like to hear from you.

For more information about Park Road Sale Primary School, or for further information relating to the role, please email finance@parkroadsale.trafford.sch.uk

Your completed application form should be submitted electronically also to finance@parkroadsale.trafford.sch.uk

Please note: an application form must be completed as CV's will not be accepted.

Park Road Sale Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undertake the appropriate checks including an enhanced DBS check.

JOB DESCRIPTION

Main Duties and Responsibilities/Accountabilities:

Park Road Sale Primary School have an exciting opportunity to lead our well-established Club. The successful candidate would need to be someone who shares our vision of providing outstanding provision, which not only offers a safe, good value childcare, but an engaging experience that complements and enhances our in-school curriculum.

Working closely with the Headteacher and School Business Manager, the post holder will be required to lead and develop a high-quality wrap around care club provision, acting as an ambassador for the school when welcoming all pupils to the club provision.

The post holder will:

- Have a sound understanding of Keeping Children Safe in Education and all related safeguarding issues related to children.
- Have excellent communication and organisational skills.
- Be able to manage a small team, ensuring effective working.
- Supported by the School Business Manager, oversee staffing related to the Club. This will include the supervision, or delegation for supervision of the club staff and the scheduling of staffing rotas.
- Ensure that staff have appropriate training and resources to deliver high quality activities in addition to pastoral childcare.
- Supported by the School's office team, manage club bookings.
- Be the first port of call for parental contact or concerns, delegating to the KidsClub Supervisor when required.
- Assist the School Business Manager with the appointment and induction of new staff as required.
- Develop an engaging programme of age-appropriate activities that enhance and build upon the school curriculum using available school resources.
- Order resources and materials as required to support the effective running of the club.
- In consultation with the Designated Safeguarding Lead, manage all safeguarding, Health and Safety and risk assessments related to the club provision.
- Be a fantastic role model.
- Ensure the Club meets the needs of the children and complies with all necessary policies of the school.
- Be knowledgeable about Ofsted requirements and lead on ensuring the club remains compliant and inspection-ready.
- Attendance at the annual Welcome meeting for the new intake of children in Nursery and Reception.

Person Specification – KidsClub Manager

	Essential	Desirable	Assessed
Qualifications			
Excellent numeracy and literacy skills.	✓		A,I
Full and relevant Level 3 childcare qualification.	✓		A,I
First Aid Training or willingness to obtain a first aid training certificate.	✓		A,I
Food hygiene qualification or willingness to obtain		✓	
Any other relevant experience.		✓	A, I
Experience			
Recent experience working in a primary setting.		✓	A,I,R
Working knowledge of the EYFS.	✓		A,I,R
Some understanding and awareness of SEND.		✓	A,I,R
Special Knowledge			
Supporting outdoor or sports provision.		✓	A,I,R
Excellent IT skills.		✓	A,I,R
Particular Skills and Aptitudes			
Team player.	✓		A,I,R
Good management, interpersonal, organisational and communication skills.	✓		A,I,R
Able to deal sensitively with children and parents.	✓		A,I,R
In sympathy with the ethos of the school.	✓		A,I,R
Ability to work using own initiative.	✓		A,I,R
Flexible, proactive, positive, 'can do' attitude.	✓		A,I,R
Other Requirements			
Satisfactory Enhanced DBS and children's barred list check, if appointed.	✓		A,I,R
Suitable to work with children.	✓		A,I,R
Willing to receive further training/development.	✓		A,I,R
Flexible with working hours should the need arise for extra work on an 'ad hoc' basis.		✓	A,I,R

A = Application, I = Interview, E = Experience, T = Task, R= Reference

PROCEDURE FOR APPLICATION

Applications should be received **by Monday 8th June at 9am** via a completed online application form. Any questions should be directed to Liz Murphy, School Business Manager, via finance@parkroadsale.trafford.sch.uk

