

**Mighty Oaks**  
**Bedford Hall Methodist Primary School**  
**Breaston Avenue**  
**Leigh**  
**WN7 3DJ**  
**Telephone number: 01942 672614**

**Job Title:** Out of School Club Manager

**Salary Grade:** G6 (14-20)

**Actual Salary:** £14.17 to £15.70 per hour (Annual salary – approx. £10,700)

**Working Pattern:** 17.5 hours per week, termtime only

4 mornings (7:30am to 9am)

4 afternoons (2:45pm to 5pm/6pm depending on day)

2hrs admin

(Mon, Tues, Thurs, Fri – could be subject to change depending on needs of the business/employee)

**Contract:** Permanent

**Start Date:** ASAP

The Governors are seeking to appoint an outstanding, passionate, experienced, committed, forward thinking Out of School Club Manager to join our Mighty Oaks Before and After School Club who is able to inspire, motivate and communicate outstanding practice in the Mighty Oaks team. Your responsibilities will be to create and retain a happy and committed staff team and lead them to deliver high quality play services.

The Trust welcomes applications from candidates who:

- Have a thorough understanding of good quality childcare
- Are flexible, enthusiastic and caring and enjoy delivering fun, inclusive, play based activities
- Are qualified to NVQ Level 3 standard, or equivalent
- Have high expectations of children's behaviour and attainment
- Have excellent communication, organisational and interpersonal skills
- Are dynamic and empathetic
- Are hardworking and a good team player

You will need to be confident and supportive with strong behaviour management and excellent nurturing skills in order to provide the extra motivation to inspire our pupils to reach their goals. Previous experience working with children and a full and relevant Early Years Qualification is

preferred. You will also be expected to be a Designated Safeguarding Lead as well as undertaking food hygiene and first aid training. Regular communication with the school SENCO will be required.

**In return our Trust and its school offers you:**

- Supportive parents and a welcoming local community
- A strong and supportive leadership team with a clear sense of strategic vision
- A supportive and highly committed staff with high expectations, who are willing to help each other
- Well resourced, safe and stimulating learning environments
- Strong working partnerships within the Trust
- The opportunity to make a difference
- Pension scheme
- Wellbeing Day
- Tech and Cycle salary sacrifice schemes as well as other discount schemes
- Access to Employment Assistance Programme
- Access to training opportunities and professional development

If you would like to discuss the role further, please contact HR on [HR@epworthtrust.org.uk](mailto:HR@epworthtrust.org.uk)

All application forms should be returned by email to [hr@epworthtrust.org.uk](mailto:hr@epworthtrust.org.uk) or by post with a letter of application which makes reference to the job description / person specification. This should be no longer than 2 sides of A4 with a font size of 12.

**Closing date:** 22nd April 2024  
**Short listing:** 23<sup>rd</sup> April 2024  
**Interviews:** TBC

**Please note, the employer for this position is Epworth Education Trust.**

**This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.**

**This post is subject to Enhanced Disclosure Procedures. Epworth Education Trust are committed to safeguarding and promoting the welfare of children.**

At the Epworth Education Trust, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in our Safeguarding Policy apply to all staff, volunteers and governors. Our child protection policy can be read here: [Microsoft Word - Safeguarding2021.docx \(bedfordhall.wigan.sch.uk\)](#)

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race.