



# Out of School Club Deputy Manager – Weetwood Out of School Club

## Recruitment Pack





Dear Applicant

Re: Out of School Club Deputy Manager – Weetwood Out of School Club

Thank you for your interest in our Out of School Club Deputy Manager – Weetwood Out of School Club position at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work collaboratively with our class teachers and support staff to deliver high-quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



## School Mission Statement and Aims

Respecting each other,  
Expecting our best,  
Learning in a happy school.

'Taking PRIDE in all we do'

Positivity, Respect, Inclusivity, Determination and Excellence.

We feel it is our task to identify the needs of pupils and help them to

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

**At Weetwood Primary School:**

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



## The Application Process

Interested candidates are welcome to contact Miss Hobman for further information on the post on 0113 3230450 or at [bursar@weetwoodprimary.co.uk](mailto:bursar@weetwoodprimary.co.uk).

Visit our website [www.weetwoodprimary.co.uk](http://www.weetwoodprimary.co.uk) for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

### How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

**CVs are not accepted as part of the application process.**

### Where and when do I need to send my completed application?

Your completed application form and covering letter should be emailed to [bursar@weetwoodprimary.co.uk](mailto:bursar@weetwoodprimary.co.uk)

**School Visits:** Monday 20 April 2026 at 16:00

**Closing date:** Friday 24 April 2026 at 12:00

**Shortlisting:** Monday 27 April 2026

**Interview Date:** Tuesday 05 May 2026

**Job Start Date:** As soon as possible

### When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



## **Vacancy Advert:**

**Post:** Out of School Club Deputy Manager – Weetwood Out of School Club (wraparound care and holiday club)

**Salary:** NJC Grade B3 - C2 Scale Points 7-19 (£26,403 - £32,061) depending on experience

**Contract Type:** Permanent

**Contract Term:** 30-hours per week term-time only, plus 20 days in holiday club

**Hours:** Term time hours - Monday-Thursday 12pm-6pm, Friday 11am-5pm.  
Holiday club hours 8am-6pm

**Responsible To:** Weetwood Out of School Club (WOOSC) Manager

**Do you have experience working with children? Are you passionate about supporting families and being part of a kind, caring and nurturing school community?**

We are seeking an enthusiastic, dedicated and flexible person, who is passionate about working with children to help manage our very successful out of school club and holiday club.

As Out of School Club Deputy Manager you will work alongside the Club Manager to provide high-quality childcare in a positive, safe and happy environment. You will help plan and prepare engaging activities, support children's wellbeing, and assist with the administration required to run the club effectively.

**We are looking for someone who:**

- Can work closely with the WOOSC Manager to deliver high-quality wraparound and holiday club provision.
- Is committed to creating a stimulating and inclusive environment for all children.
- Builds positive relationships with parents and families.
- Upholds the mission, values and ethos of the school.

**We can offer:**

- A supportive team of dedicated, friendly staff.
- Strong commitment to professional development through training and collaboration with experienced practitioners.
- Enthusiastic and motivated children who are curious to learn.



## **Enhanced Disclosure:**

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

**We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.**



## **Job Description**

**Post:** Out of School Club Deputy Manager – Weetwood Out of School Club

**Job Purpose:** The post holder will support the planning and delivery of high-quality Out of School Club and Holiday Club provision. Working closely with the WOOSC Manager they will assist in managing staff, overseeing administration, contributing to financial monitoring, and maintaining high standards of safeguarding, health and safety, and inclusive practice, in line with the policies and procedures of the club and Weetwood Primary School. They will help promote the provision locally, and ensure that services operate efficiently, safely and in line with statutory requirements. The post holder will deputise for the WOOSC Manager when required.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Activity Planning and Programme Development**

1. Support the planning and delivery of a broad range of stimulating activities and visits that promote children's intellectual, emotional, physical, social and language development.
2. Ensure activities and visits are age-appropriate, inclusive and reflective of the linguistic, religious and cultural diversity of the community.
3. Assist in deploying staff effectively to ensure children receive appropriate attention, support and continuity of play.
4. Help plan and coordinate Holiday Club provision during all school holidays except Christmas.

#### **Line Management, Staffing and Deployment**

5. Support the induction of new staff, contributing to supervision and professional development processes.
6. Assist in managing and motivating playworkers to deliver high-quality, creative play opportunities in a safe environment.
7. Monitor staffing levels in the Out of School Club and Holiday Club to ensure appropriate ratios, adjusting deployment as directed by the WOOSC Manager.
8. Support accurate recording of staff hours, overtime and pay.
9. Assist in managing staff absences and lateness in line with school procedures.

#### **Financial Management and Resources**

10. Assist with managing and monitoring levels of equipment, supplies and resources.
11. Administer bookings, fee collection and voucher payments in line with school financial procedures.
12. Support the monitoring and promotion of occupancy levels to maintain sustainability and efficient operation.



### **Recording, Reporting and Quality Assurance**

15. Assist with maintaining accurate and confidential records for the Out of School Club and Holiday Club in line with data protection requirements.
16. Support the maintenance of attendance and other administrative records as required.
17. Assist the WOOSC Manager in evaluating the quality of provision, including through staff and parental feedback.
18. Assist in promoting and marketing the provision to maintain high occupancy.

### **Relationships with Parents and the Wider Community**

19. Build and maintain positive, professional relationships with parents and carers.
20. Encourage parental involvement in the Out of School Club and Holiday Club.
21. Support the promotion of the provision within the local community to increase engagement and occupancy.

### **Professional Development**

22. Take responsibility for personal professional development and engage fully in appraisal processes and training opportunities.
23. Support the WOOSC Manager in ensuring all club staff complete mandatory and role-specific training (e.g., safeguarding, first aid, food hygiene), and the School Office in maintaining up-to-date training records.
24. Actively promote and support the school's policies on equal opportunities and inclusive practice.

### **Personal and Professional Conduct**

25. Demonstrate consistently high standards of professional behaviour, acting as a positive role model for staff, children and families.
26. Maintain confidentiality and handle sensitive information with discretion and integrity.
27. Exercise sound judgement, ensuring the welfare and safety of children is always the highest priority.
28. Communicate professionally and respectfully with colleagues, parents, carers and external agencies.
29. Maintain up-to-date knowledge of relevant legislation, guidance and best practice relating to childcare, safeguarding and extended services.
30. Demonstrate reliability, punctuality and a strong commitment to high-quality provision.
31. Reflect on practice and seek opportunities for continuous improvement.



32. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality and data protection.
33. Contribute positively to the school's ethos, aims and wider activities, including attending meetings and training events.
34. Promote equality, celebrate diversity and challenge discrimination, bullying, harassment or victimisation.

### **Safeguarding**

35. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
36. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
37. Take responsibility for safeguarding all pupils and following child protection procedures.
38. Support the implementation of health and safety procedures, including first aid, food hygiene and maintenance checks.
39. Maintain high standards of health and safety and food hygiene, completing risk assessments and recording incidents appropriately.
40. Assist in ensuring compliance with national standards for Out of School Clubs, including preparation for OFSTED inspections and implementation of required actions.
41. Support the WOOSC Manager in fulfilling safeguarding responsibilities; deputise as required.
42. Serve as a named key holder for the provision when deputising for the WOOSC Manager.
43. Support the provision of nutritious, high-quality food prepared in accordance with hygiene standards.

### **Additional Responsibilities**

The duties listed are not exhaustive and may be amended or supplemented to reflect the needs of the school and the grade of the post.



## Personal Specification

### Essential Requirements:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification (or equivalent experience) in a relevant discipline such as childcare, youthwork, sport or business management, or willingness to work towards this.</li> <li>• Paediatric first aid qualification (or willingness to obtain).</li> <li>• Experience working in an educational, childcare or play-based setting.</li> <li>• Experience in a deputy, supervisory or responsibility-holding role.</li> <li>• Enhanced DBS clearance (or willingness to undergo the check).</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to support, motivate and guide a team effectively.</li> <li>• Ability to build positive, professional relationships with children, parents and colleagues.</li> <li>• Strong organisational skills and the ability to work independently, prioritise tasks and use initiative.</li> <li>• Ability to plan, deliver and evaluate creative, engaging and developmentally appropriate activities.</li> <li>• Understanding of high-quality childcare provision and child development.</li> <li>• Knowledge of safeguarding, child protection, health and safety and equal opportunities, and the ability to apply this confidently in practice.</li> <li>• Ability to maintain a safe, healthy and secure environment for children.</li> <li>• Effective written and verbal communication skills.</li> <li>• Competence in using IT systems and digital tools.</li> <li>• Ability to work innovatively and contribute to service improvement.</li> <li>• Commitment to delivering a high-quality, customer-focused service.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive, professional and approachable manner.</li> <li>• Flexible and adaptable to meet the needs of the service.</li> <li>• Reliable, responsible and committed to the wider success of the school.</li> <li>• Willingness to engage in ongoing professional development.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to work collaboratively and contribute to a supportive, inclusive team culture.</li></ul>
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**Desirable Requirements:**

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experience of working across a variety of childcare settings.</li><li>• Experience of administrative and financial processing.</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Skills in other related areas such as art and craft, sports, music, marketing etc.</li></ul>