



Weetwood Out of School Club Manager WOOSC

Recruitment Pack





Dear Applicant

Re: Weetwood Out of School Club Manager (Wrap around care and Holiday Clubs)

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

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday camps for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can lead and manage an excellent childcare provision for our children and families.

This an exciting opportunity for the successful candidate to continue to lead and manage a successful extended services provision, whilst working with the Senior Leadership team to expand and grow the extended services provision for our families. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Weetwood is an exciting, happy and stimulating place to work, and a good 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



Our Vision and Aims

**Respecting each other,
Striving to be our best,
Learning in a happy school.**

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 the 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 children the following values to the children throughout their journey at Weetwood.

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.



The Application Process

Interested candidates are welcome to contact Rebecca Haworth, for further information on the post on 0113 3230450 or at bursar@weetwoodprimary.co.uk. Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Candidates are welcome to visit school and are encouraged to book a visit time by contacting the school office, if a visit is not possible, candidates will be able to arrange an informal chat with the headteacher, if they have any questions prior to applying. Visits or informal chats can be arranged by e-mailing bursar@weetwoodprimary.co.uk.

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 & when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: Friday 11th July

Interview Date: Thursday 17th July

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 office manager.



Vacancy Advert:

Weetwood Out of School Club Manager - WOOSC (Wraparound care and Holiday camp)

About Weetwood Primary School:

Weetwood Primary School is a one- form entry primary school in Weetwood, on the outskirts of Headingley, that runs its own out of school provision including holiday camps and pre-school. Our out of school provision provides childcare for pupils aged 3 to 11. The governing body are seeking to employ a highly committed, dynamic, flexible individual to take overall responsibility of the out of school provision. The successful candidates will join a successful after school provision that has grown from strength to strength over the years. The successful candidate will lead the team of playworkers to provide a range of services to our school community including after school club and holiday camps.

Contract: **Permanent**

Salary: **C3-S01 - £28,777.33 to £32,782.75 Actual Salary (Dependent on experience)**

Hours: **30 hours term time only plus 20 days in the holiday club.**

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

Start date: **1st September (or sooner if available)**

Closes: **Friday 11th July**

Shortlisting **W/C 11th July**

Interviews: **17th July**

Are you a trained teacher who is looking for a different challenge? Do you have experience of providing childcare? Are you passionate about working with children and families and want to join a kind, caring and nurturing school?

We are looking for an excellent practitioner who is passionate about working with children and families and can continue the success of WOOSC.

We are looking for someone who can:

- Take full responsibility for the wraparound provision which includes the management of holiday camps. (This would involve working 20 days in the school holidays)



- Can work in partnerships with parents and families to provide the best possible childcare.
- Has high aspirations for their own career development.
- Can ensure equality and promote inclusion.
- Can maintain the ethos of the school.

We can offer you:

- Motivated children who are curious to learn.
- The freedom to develop the club to further improve the service.
- A well-resourced larger space with access to outside provision.
- A commitment to professional development and equality.
- A happy, motivated school with strong support from all stakeholders.

The position would be working 30 hours a week term time only, the role would incorporate planning time, as well as time working within the school. Holidays clubs run between 8am and 5pm, built in to the contract is the expectation that the holiday club manager works 20 days of the holidays. **See breakdown of hours below.**

Within this role there is capacity for additional hours during the school day supporting teachers in the classroom as well as cover. We are open to being flexible on the hours for the right candidate and would welcome a discussion around these.

Weetwood Primary School is committed to safeguarding and promoting the welfare of pupils and young people and expects all our staff and volunteers to share this commitment. Appointments are made subject to an enhanced DBS check.



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.



Out of School Club Manager Job Description

Responsible to:

Office Manager / Headteacher

Responsible for: The management of out of school provision at Weetwood Primary School including

- Out of School Club (Breakfast Club / Afterschool Club)
- Holiday playschemes
- Preschool childcare

Role:

The post holder will lead and be responsible for planning and preparing a programme of activities, managing and leading a team of staff and taking responsibility for all relevant paperwork and administration relating to out of school provision. Under the direction of the School Business Leader, the post holder will be responsible for financially evaluating the Out of School Club, Nursery childcare and Holiday Clubs, ensuring financial stability and for developing, implementing and reviewing the policies, procedures and practices within the provisions. The post holder will also take a lead role in the promotion of the Out of School Club, Nursery childcare and Holiday Club in the local area.

Duties:

Plan activities:

- To lead the planning of a wide variety of activities for the clubs, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development
- To ensure correct staffing levels and activities plans are suitable for all age ranges present in activities
- To deploy the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play in the clubs
- To ensure that all activities reflect positively the linguistic, religious and cultural diversity of the community
- To plan Holiday Club in all school holidays
- To organise interesting and appropriate educational visits for children and families

Line management, staffing and deployment

- To recruit, select and provide inductions for new staff members and the supervision and appraisal of staff members
- To line manage a team of playworkers
- To lead and motivate staff to deliver high quality creative play opportunities in a safe environment, with regards to the individual development needs of all children



- Under the direction of the Office Manager, to monitor staffing levels in both the Nursery and Out of School Club to ensure suitable staffing ratios are in place at all times
- To change staffing ratios where necessary
- To ensure all staff are paid correctly and all overtime hours are recorded
- To manage staff absences and lateness
- To liaise with local schools and colleges regarding student placements

Financial management, resources and space

- Under the direction of the Office Manager, to perform continual financial analysis on the Out of School Club, Nursery childcare and Holiday Club to ensure that these are financially viable and to produce financial reports for the school and governing body in relation to profit and loss
- Under the direction of the School Business Leader, to use the financial information gathered to make decisions on costing within the Out of School Club, Nursery childcare, e.g. price increases
- To be responsible for the ordering and purchasing of equipment, supplies and resources within the agreed budget
- To administer bookings and collection of all fees and voucher payments, ensuring all money transactions are handled and documented in accordance with the school's financial procedures
- To ensure the Out of School Clubs, Holiday Club and Nursery childcare are appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget
- To continually promote and manage the day to day occupancy levels of the Out of School Club, Holiday Club and Nursery
- To administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the Out of School Club, Holiday Club and Nursery childcare provision.

Recording and reporting

- To maintain all records relating to the administration of both the Out of School Club, Holiday Club and Nursery, ensuring confidentiality and data protection for the children, their families and staff members
- Under the direction of the Office Manager, to produce accurate financial information necessary for the budget meetings so a budget can be set and passed, inclusive of the main school budget and the extended services budget
- To be responsible for the day to day administration and record keeping, including maintaining attendance records and other appropriate records as required
- To work alongside the Senior Leadership team to evaluate the quality of the Out of School club and Holiday Club provision, through staff and parental questionnaires etc.



- To liaise with the school where necessary with regards to the needs to the children who attend the Out of School Club and Nursery childcare
- To attend regular meetings with the Senior Leadership Team to discuss on going issues, staff, finances etc. and prepare financial reports as required
- To work alongside the Senior Leadership team promoting and marketing the provision to maintain a high occupancy.

Safeguarding, Health and Safety, Standards and Inter-agency work

- To ensure health and safety procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance
- To ensure a high standard of safety and hygiene are maintained throughout the provision, including completion of all appropriate risk assessments and recording of health and safety incidents
- To ensure that national standards for day care and Out of School Clubs are adhered to and to prepare for OFSTED inspections. This includes planning for and implementing any actions from inspections and ensuring compliance with legislation
- To act as the Child Protection Co-ordinator working with other professionals, including the school, Education Leeds and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the Leeds guidelines for child protection are adhered to
- To be a named key holder
- To ensure the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene Parent/carer involvement
- To build and maintain positive and professional relationships with parents and carers and to encourage parental involvement in the school
- To continually liaise with parents/carers to encourage parental involvement and support for the Out of School Club, Nursery childcare and Holiday Clubs
- To be responsible for own professional development, including training and participation in annual appraisal Equal Opportunities
- To actively promote and support policies on equal opportunities



Key Skills

Essential Criteria	Desirable Criteria
Skills <ul style="list-style-type: none"> • Ability to lead a team • Ability to build positive relationships with adults and children • Good organisational skills and ability to work on own initiative • Ability to provide a healthy, safe and secure environment for children • Ability to plan, implement and monitor creative activities for children • Excellent communication skills • Good project management skills • Commitment to a high level of customer services • Having a positive and professional approach • Good IT skills • Ability to work innovatively 	<ul style="list-style-type: none"> • Skills in other related areas such as Art and Craft, sports, music, marketing etc • Ability to identify own training needs
Experience <ul style="list-style-type: none"> • Experience of working in an educational setting, childcare setting or play based setting • Experience of working in a senior or supervisory position and able to demonstrate the ability to take on a responsibility role 	<ul style="list-style-type: none"> • Experience of working across a variety of childcare settings • Relevant qualification or experience in training/assessing and or quality assurance • Experience of financial management
Knowledge and understanding <ul style="list-style-type: none"> • Recognised qualification at level 3 NVQ or above in a relevant discipline i.e. business management or childcare (or willingness to work for this) or equivalent experience • An understanding of and commitment to the provision of high quality childcare • Knowledge of child development • Knowledge of child protection, health and safety and equal opportunities and the ability to apply this to the work setting 	
Qualifications & Training <ul style="list-style-type: none"> • Be willing to work to a recognised qualification at level 3 NVQ or above in a relevant discipline e.g. business management or childcare (or willingness to work for this) or have equivalent experience • Appropriate first aid training 	
Other conditions <ul style="list-style-type: none"> • Holder of an Enhanced DBS • Willingness to contribute to the wider success of school • Ability to be flexible in order to ensure service delivery 	

