



Partnership Clubs Manager

Newington Green and Rotherfield Primary Schools

Closing date: midnight 20th February 2022

Job reference: NG/RTH/950

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Welcome letter from Executive Headteacher

Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield or Newington Green!

We are looking for a **Partnership Clubs Manager**, working across Newington Green, and Rotherfield. You will get plenty of support settling into the role! In this role you will be working under the line management of the Executive Head initially, who works across both schools, and in time this role will be managed by the Partnership Business Manager.

We hope to have appointed you in time to do a thorough handover from the current person in the role who is looking to move back into the private club's sector. Matt would be happy to talk to you informally about the day to day of the role if you want to find out more before applying.

In this role you will be responsible for extracurricular clubs(booking, set up, quality etc), and Breakfast and After School Clubs at both schools which provide wrap around childcare for working families.

We are looking for someone who:

- Can ensure after school provision is of high quality through planning with your team creative activities for pupils
- Can manage a staff team effectively, getting the best from all staff. Appraising staff, and developing them to ensure a high quality provision.

- Can ensure through good planning and organisational skills that clubs and after school provision runs smoothly and is of high quality. It is essential you interface with the schools administration teams to ensure smooth communications.

- Can use technology to assist them in analysis of data and information to improve provision and choice for children. This will include booking software(School Gateway) and Microsoft 365 packages(forms, outlook, sway).

- Can work with school staff and parents using excellent interpersonal skills, and building relationships of trust and mutual respect.

- Can act as the out of hours Designated Safeguarding Lead, linking effectively with school based DSLs to share information and concerns.

The successful candidate will be required to work 35 hours per week for 195 days when school is open. Core hours will be from 11.00 to 7.00pm, term time only, but some flexibility will be required to visit breakfast clubs on occasion to check on quality etc. Travel between both schools will be required (about 1 mile apart).

This pack provides some more detailed information and will hopefully give you a good insight into our ethos. Both schools are happy, and dynamic with high expectations of our pupils. We serve a diverse, inner London community and work with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work in either school, you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**



You will find both schools to have a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us schools committed to your professional learning, and a supportive leadership team across both schools.

Call the school offices to book a call, visit, or video chat if you want to chat informally with me and find out more.

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher

Information about Newington Green and Rotherfield Primary Schools

Rotherfield Primary School: <http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

We have the following staff working across both schools: Home School Worker, Music Specialist, Clubs Manager, Premises Manager, Spanish Specialist, Business Manager, Executive Head and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm, and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an

art/music studio! We are redeveloping our playground during summer 2021, and the quality of the learning environment will be excellent inside and out!

<http://futurezone.org.uk/>

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.





Janet - Both Newington Green and Rotherfield staff member



As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage. As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both

have been modernised to create great spaces in which to teach and learn. When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!

Newington Green Primary School www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our



playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head and a Computing Specialist.

We run wrap around care from 7.30am to 7.00pm, and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.

Advert

Partnership Clubs Manager

- **Salary range:** P02 (points 36-38) £37,491 – £39,462 per annum
- **Actual salary:** £32,355 - £34,661 per annum and 22.1% Local Government Pension Scheme employer contribution, making total remuneration package circa £40K.
- **Contract Status:** Full Time, Term time only. The successful candidate will be required to work 35 hours per week for 195 days when school is open.
- **Working Pattern:** Core hours will be from 11.00 am to 7.00pm (including breaks), term time only, but some flexibility will be required to visit breakfast clubs on occasion to check on quality etc. Travel between both schools will be required (about 1 mile apart).

Governors at both schools would like to appoint a **Partnership Clubs Manager**

Working across Rotherfield and Newington Green Primary Schools. In this role you will be responsible for extracurricular clubs (booking, set up, quality etc), and Breakfast and After School Clubs at both schools which provide wrap around childcare for working families.

The role of Clubs Manager will have a major impact on the quality of provision for children. We are looking for someone who:

- Can ensure after school provision is of high quality through planning with your team creative activities for pupils
- Can manage a staff team effectively, getting the best from all staff. Appraising staff, and developing them to ensure a high quality provision.
- Can ensure through good planning and organisational skills that clubs and after school provision runs smoothly and is of high quality. It is essential you interface with the schools administration teams to ensure smooth communications.

- Can use technology to assist them in analysis of data and information to improve provision and choice for children. This will include booking software (School Gateway) and Microsoft 365 packages (forms, outlook, sway).
- Can work with school staff and parents using excellent interpersonal skills, and building relationships of trust and mutual respect.
- Can act as the out of hours Designated Safeguarding Lead, linking effectively with school-based DSLs to share information and concerns.
- Manage school lettings, with support from PSBM, and undertake 'targeted fundraising' i.e. for specific out of school projects like music, gardening, ballet

In return we can offer you:

- Schools committed to your professional learning/development
- A vibrant and creative place to work, with strong links across both schools
- Schools having a high impact on their families and communities

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NG/RTH/950**.

Closing date for applications: midnight on 20th February 2022

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Job Description

- **Post Title:** Partnership Clubs Manager
- **Grade:** PO2
- **Responsible to:** Executive Head initially then Partnership Business Manager

PURPOSE OF THE JOB

The Clubs Manager will be responsible for Rotherfield and Newington Green Primary School's clubs and childcare provision.

In this role you will be responsible for extracurricular clubs(booking, set up, quality etc), and Breakfast and After School Clubs at both schools which provide wrap around childcare for working families.

- Can ensure after school provision is of high quality through planning with your team creative activities for pupils
- Can manage a staff team effectively, getting the best from all staff. Appraising staff, and developing them to ensure a high quality provision.
- Can ensure through good planning and organisational skills that clubs and after school provision runs smoothly and is of high quality. It is essential you interface with the schools' administration teams to ensure smooth communications.
- Can use technology to assist them in analysis of data and information to improve provision and choice for children. This will include booking software (School Gateway) and Microsoft 365 packages (forms, outlook, sway).
- Can work with school staff and parents using excellent interpersonal skills and building relationships of trust and mutual respect.

- Can act as the out of hours Designated Safeguarding Lead, linking effectively with school-based DSLs to share information and concerns.
- Has the capacity to develop a wide and varied lettings programme to maximize the use of the school buildings for pupils and the community providing income generation for the school. Undertake 'targeted fundraising' i.e. for specific out of school projects like music, gardening, ballet.

MAIN RESPONSIBILITIES

Wrap around Provision

1. Organise an inclusive offering of new, exciting and varied enrichment activities after school in both school settings.
2. Develop new and exciting clubs to give opportunities to pupils 5-11 years including clubs which;
 - a. support learning e.g. key stage, homework, musical instrument
 - b. celebrate the culturally diverse communities of the schools
 - c. provide opportunities for pupils to take part in physical activities and sport
 - d. promote the arts, drama and music
3. Promote the extended day offering to encourage the widest possible attendance including providing timetables and advertising through effective and clear communication channels e.g. newsletters, posters, school websites.
4. Set up coordinated extended day contracts and places.
5. Co-ordinate the production of food provision for clubs, whilst taking care to ensure that special dietary needs are met and that all food meets local and national regulations.
6. Keep a record of children's attendance.

7. Manage a budget under the supervision of the Partnership Business Manager. Manage the parental bookings for clubs and communications with parents/carers.
8. Order supplies, equipment, cleaning materials, materials used for children's activities and other consumable and durable items via the agreed ordering policy.
9. Manage staff to buzz in authorized parents/carers to the schools outside core opening hours, with a high regard to security and safeguarding.

Staffing

1. Lead a team of staff to deliver all elements of the extended day provision on both school sites.
2. Manage and allocate work to all members of staff in extended day provision, acting as their line manager and performance management team leader.
3. Ensure staffing fulfills the adult: pupil ratio in all extended day activities.
4. Report staff absence according to the policy, be responsible for organizing cover or an operational contingency plan.
5. Ensure a high level of quality in all aspects of provision by taking in, monitoring and contributing to extended day workers' planning.
6. Organize and participate in team meetings and attend meetings with the leadership team, parents and others as required.

Partnerships

1. Work in partnership with school stakeholders including teachers, TAs and other support staff to run in-house after school clubs in both schools.
2. Set up partnerships with the local community and organisations to run clubs and courses.
3. Develop new partnerships with external organisations to offer extensive opportunities to pupils

through clubs who provide an offering to primary aged pupils (with places for disadvantaged pupils).

4. Liaise with parents/carers, school staff and colleagues as appropriate.
5. Develop partnerships with extended schools providers to enhance and support the extended schools offer at both schools.

Statutory and Wellbeing

1. Be the out of hours Designated Safeguarding Lead (responsibilities included in schools policies), holding level 5 qualification and liaising directly with in hours DSLs at both schools.
2. Ensure that the general health, physical welfare, safety and security of children and adult users in the extended day provision is met.
3. Ensure that the appropriate number of extended day workers are first aid qualified and record accidents involving children and staff using the agreed protocols and policy guidance.
4. Maintain a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, the national curriculum, safeguarding and health and safety.
5. Reasonable and additional duties, which may be required at the discretion of the Senior Leadership team from time to time.

PERSONAL RESPONSIBILITIES

- To be professional in dress and manner at all times.
- To be responsible for own career development and undertake training, professional development and other learning activities as appropriate.

- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- Suitability to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks.
- The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with the school's Commitment to high quality service provision to the customer.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Person Specification

- **Post Title:** Partnership Clubs Manager
- **Grade:** PO2

ESSENTIAL CRITERIA

- | | |
|-----|---|
| E1. | A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop their skills further. |
| E2. | Leadership qualities and the ability to motivate and empower staff. |
| E3. | The vision to continue to expand and develop Rotherfield and Newington Green's extended day provision. |
| E4. | Excellent organisational and communication skills. |
| E5. | The ability to create an outstanding programme of events and activities for children in order to support, extend and enhance their achievements. |
| E6. | The capacity to develop a wide and varied lettings programme to maximize the use of the school buildings for pupils and the community providing income generation to the schools. |
| E7. | The flexibility to provide split shift cover for before and after school activities. Some evening and weekend work may be required whilst setting up the lettings programme. |

EDUCATION & EXPERIENCE

- | | |
|-----|---|
| E8. | Educated to Maths and English GCSE (A-C) or equivalent. |
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E9. Minimum Level 3 qualification in childcare/early years practice with suitable practice placements (e.g. NNEB Certificate, NVQ Level 3 – Playworking, Childcare/Early Years Care, BTEC Nationals in Childhood Studies or equivalent).

E10. Substantial post qualifying experience of working.

E11. Level 5 safeguarding, or willingness to undertake prior to appointment.

Skills, Knowledge and abilities

E12. Establish and develop close relationships with parents, governors and the whole school community.

E13. Communicate effectively (both orally and in writing) to a variety of audiences.

E14. Keep up to date with changes in legislation, (especially health & safety) and best practice in facilities management.

E15. Ability to review systems and processes associated with the role to improve and develop better ways of working.

E16. Have a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, the national curriculum, safeguarding and health and safety. Ability to review systems and processes associated with the role to improve and develop better ways of working.

E17. Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the Schools.

E18. Ability to produce accurate and detailed information.

E19. Ability to work under pressure and meet tight deadlines.

E20. Ability to maintain strict confidentiality in all matters.

E21. Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children.

E22. Willingness to work within a clear framework and with regard to school policies.

How to apply

Application Deadline

Completed application forms must be received by **midnight, 20th February 2022**.

Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NG/RTH/950**.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – **020 7226 6620** / Newington Green - **020 7254 3092**).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

We will confirm to the shortlisted candidate when the selection process will take place. This may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Newington Green Primary School

Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones