



RECRUITMENT PACK

After School Club
Manager

CONTENTS

After School Club Manager - Advertisement.....	3
After School Club Manager - Job Description.....	4
Job Purpose	4
Main Duties and Responsibilities	4
After School Club Manager - Person Specification.....	5
After School Club Manager - How to Apply	7

JOB ADVERT

AFTER SCHOOL CLUB MANAGER

FIXED-TERM TO 17TH JULY 2026, TERM TIME

GRADE 6, SCP 11-19 £28,142 - £32,061 FTE (£6,431.28 - £7,327.31 PRO-RATA)

10 HOURS PER WEEK, MONDAY-FRIDAY, 3.15 PM – 5.15 PM

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST MARY'S RC PRIMARY SCHOOL, BACUP

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

St Mary's RC Primary School is a friendly, warm and welcoming school which was founded by and is part of the Catholic Church. We are the only Catholic School in the town of Bacup and our thriving nursery provides free and flexible childcare. Offering all the advantages of a Church school, our roll is not limited to Catholics. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Mary's RC Primary School, are seeking to recruit a highly motivated and enthusiastic After School Club Manager to join our established team. The successful candidate will provide a safe and nurturing After School Club environment and plan engaging activities for children aged 3-11.

We are looking for someone who has: -

- A Teaching Assistant / Childcare Level 3 qualification (or equivalent) or is working towards this qualification
- Experience of working with or caring for children aged 3-11
- Is able to work with children and their families in a sensitive and positive way
- Can work as part of a team
- Has good communication skills (verbal and written)
- Understands the importance of safeguarding and confidentiality
- Has planning, organisational and IT skills

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on 01706 873123 or sbm@stmarys.romerocat.com.

Full details and application forms are available from our website:

<https://www.stmarysbacup.org/page/job-vacancies/41504>

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 14 th November 2025
Shortlisting Date	Monday 17 th November 2025
Interview Date	Wednesday 26 th November 2025

JOB DESCRIPTION

AFTER SCHOOL CLUB MANAGER

JOB PURPOSE

To create a stimulating, high quality play opportunities within a safe and caring environment. To be responsible for:

- Planning, development and review of activities within the provision,
- Leading the out of school club team,
- Administrative monitoring systems,

The post-holder would be the After School Club Manager which is part of School.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

- To plan, deliver and evaluate a programme of high-quality play opportunities in a safe environment
- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To ensure the EYFS requirements are met
- To liaise with parents to enable the effective operation of the Club
- To lead the development of policies and procedures
- To manage Club staff and volunteers, taking responsibility for the induction, allocation of work and training and supervision
- To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete
- To administer basic/paediatric first aid where appropriately trained.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To maintain registers of attendance/absence and other child records
- To assist in Club marketing and promotion
- Contributing to the planning, development and delivery of the club
- Maintaining stock and ordering supplies
- To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
- In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

- This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

PERSON SPECIFICATION

AFTER SCHOOL CLUB MANAGER

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Teaching Assistant/Childcare Level 3 qualification (or equivalent) or working towards this qualification	E	A
Experience of working with or caring for children of relevant age	E	A / I
Experience of undertaking administrative tasks	E	A / I
Experience of undertaking financial duties	D	A / I
Experience of managing staff	D	A / I
Knowledge and Experience		
Basic knowledge of First Aid	E	A / I
Knowledge of safeguarding requirements	E	A / I
Knowledge of Early Years Foundation Stage	D	A / I
Skills and Abilities		
Ability to relate well to children	E	A / I
Ability to keep online and paper records and undertake necessary administration	E	A / I
Ability to work as part of a team	E	A / I
Ability to manage resources within the club budget	E	A / I
Good communication skills (oral and written)	E	A / I
Good numeracy and literacy skills	E	A / I
Ability to maintain confidentiality	E	A / I
Ability to make effective use of ICT (e.g. Word, Excel)	E	A / I
Personal Qualities		
Flexible attitude to work	E	A / I
Personal Qualities		
Commitment to the Trust's ethos and values	E	A / I

Other			
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I	
Commitment to equality and diversity	E	A	
Commitment to health and safety	E	A	
Essential car user	D	A	
Note: We will always consider your references before confirming a job offer in writing			
Prepared by:	HR Team	Date:	October 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

HOW TO APPLY

AFTER SCHOOL CLUB MANAGER

If you would like to find out more about the position, please contact the Mrs Kim Rawlinson on 01706 873123 or email at sbm@stmarys.romerocat.com

Full details and application forms are available from our website:

<https://www.stmarysbacup.org/page/job-vacancies/41504>

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 14 th November 2025
Shortlisting Date	Monday 17 th November 2025
Interview Date	Wednesday 26 th November 2025

Completed application forms and associated documentation should be returned to the School Business Manager, Kim Rawlinson via e-mail: sbm@stmarys.romerocat.com.