

St Joseph's RC Primary School
Huttock End Lane
Stacksteads
Bacup
Lancashire
OL13 8LD
Tel: 01706 873177
Email: head@st-josephs-bacup.lancs.sch.uk
Website: www.stjosephsbacup.co.uk
Headteacher: Mrs M Scott



After School Club Manager

Fixed Term Contract to July 2027

Required January 2026

11.25 hours per week 3.15pm-5.30pm Monday-Friday term time only

Grade 6 £28142-£32062 (pro rata)

The Governing Board is looking to appoint a highly motivated and enthusiastic After School Club Manager to join our school family. The successful candidate will provide a safe and nurturing After School Club environment, plan and deliver engaging activities for children aged 3-11.

We wish to appoint someone who can demonstrate:

- A relevant TA/childcare qualification equivalent to NVQ Level 3.
- Experience of working with or caring for children aged 3-11.
- Good planning and organisational skills.
- Good communication skills, ability to relate well to children and parents.
- Ability to work as part of a team.
- A calm and caring nature, firm but fair when required.
- A commitment to work within the Catholic ethos of our school.

Visits to school are warmly welcomed. Please contact the school office to book on 01706 873177 (please note we are closed for half term from 27th to 31st October). Application packs are available on our website or from the school office.

Please note CVs are not accepted, to apply for this post you **must complete the CES application form**. Please note all completed application forms must be returned directly to the school.

- Closing date: 12 noon on Friday 14th November 2025
- Shortlisting: Monday 17th November 2025
- Interviews: Thursday 27th November 2025
- Start date: January 2026



St Joseph's RC Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to an enhanced disclosure application to the Disclosure and Barring Service (DBS). All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

The post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a disclosure. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling DBS Certificate Information Policy and a Policy Statement on the Recruitment of Ex-offenders; this is available from the recruiting manager to applicants who are asked to complete a DBS application.

Please note we have a smoke free policy in operation. No smoking or vaping is permitted anywhere on the school site.

We are an Equal Opportunities Employer and welcome applications from all sections of the community.

