

Diocese of Shrewsbury

SS PETER AND PAUL CATHOLIC PRIMARY SCHOOL, A VOLUNTARY ACADEMY

Part of Our Lady Help of Christians MAT
(Our Blessed Saints Federation)

Coppice Drive, Newport, Shropshire, TF10 7HU

Website: <https://sspeterandpaulcatholicprimary.org.uk/>

“Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.” (Matt.5:16)

After School Club Manager

NJC Scale 3: between £12.85 - £13.05 per hour

Term time only, permanent

13.75 hours per week

Monday – Friday 3pm-5.45pm

Required as soon as possible

We are looking for a caring and enthusiastic After School Club Manager to join primary school team. Our After School Club provides children with a positive end to their day, offering a healthy snack and engaging activities in a safe and supportive environment.

The After School Club Manager is responsible for the day-to-day operation of the club within a school setting, ensuring a safe and positive environment for children while providing them with a nutritious snack and engaging activities; this includes managing staff, overseeing food preparation, maintaining attendance records, and adhering to all relevant child safety regulations.

Key Responsibilities:

- * Experience: Prior experience working with children in a childcare or school setting preferred.
- Childcare Certification: Relevant child safety and first aid qualifications.
- Communication Skills: Excellent verbal and written communication to interact with children, parents, and staff.
- Organisational Skills: Ability to manage multiple tasks and maintain a structured schedule.
- Leadership Abilities: Confidence in leading a small team and motivating others.

What We're Looking For

The ideal candidate will:

- Have experience working with children, preferably in a nursery, school, or childcare setting.
- Be warm, approachable, and enthusiastic about supporting children's development.
- Understand basic food hygiene and health and safety requirements (training can be provided).

First Aid

- Be a team player, adaptable, and reliable.
- Hold a valid DBS check or be willing to undergo one.

What We Offer

- A supportive and friendly working environment.
- Opportunities for training and professional development.
- The chance to make a meaningful difference in the lives of children each afternoon.

Further details about our school can be found on our website on:

<https://sspeterandpaulcatholicprimary.org.uk/>

To Apply:

Applications should be submitted using the Catholic Education Service (CES) Forms available to download in the links below. Please complete and submit the following:

- 1. CES Support Staff Application Form**
- 2. CES Recruitment Monitoring Form**
- 3. CES Consent to Obtain References Form**

For advice and help completing the CES application, please see the link to:

CES Notes to Applicants guidance.

Applications made by CV cannot be accepted.

Completed applications should be emailed to a3352@telford.gov.uk or posted to the school's address as below:

FAO: Miss C Foster, Office Manager, SS Peter and Paul Catholic Primary School, Coppice Drive, Newport, TF10 7HU

Closing Date: Friday 14th March 2025 at 12:00pm

(Shortlisted applicants will be required to complete and submit a CES Rehabilitation of Offenders Act 1974 Disclosure Form prior to interview).

The appointment will be subject to Enhanced Disclosure and Barring Service (DBS) clearance for the successful applicant.

Our school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Please see the safeguarding policies on the school's website. We are committed to equality and diversity.

This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English as stated in the person specification.

If you are successful in being short-listed for interview, you will be contacted via email within 5 working days of the closing date.

Please also ensure you check your junk/spam boxes as well as your inbox in case any correspondence has been delivered there.