



BEFORE AND AFTER SCHOOL CLUB MANAGER

Pay scale – Band 6 Scale Point 15-19 - £8.85-£9.72 per hour

Working hours – to be arranged – Monday–Friday – 3.15-5.30/6pm and occasional 8am-8.35am.

Commencement date to be arranged.

We are seeking to appoint a passionate, highly motivated Club Manager who will be dedicated to ensuring the highest quality learning and play experiences for our children. The Club Manager will work alongside other Club Assistants.

The main focus of the After School Club role is to ensure high quality extended care provision in our school. The post holder will:-

- organise an appropriate range of activities and supervise the children.
- organise the staff rota, bookings diary and food orders/purchasing.
- Ensure high standards of food hygiene are practised.
- serve a simple healthy snack at the after-school and breakfast club.
- be required to have some experience of working with children in an educational setting.
- share our vision and ethos for the highest standards in all aspects of school life.
- have good communication and organisational skills.
- Take part in Performance Management Reviews

Candidates will be subject to an enhanced DBS check as part of our commitment to safeguarding.

Full training will be provided.

Please access the school's website – www.appletonwiske.n-yorks.sch.uk for further details of this vacancy, together with an application form which should be returned by post. Applicants are also welcome to come and look around the school.

Applications should be returned by 12 noon on Monday 5th March and interviews will be held the week beginning Monday 12th March.