

Extended Schools Services Manager

Salary: £28,537.60pa

We are a prominent Community Centre based in Islington.

We are looking for an experienced Manager to run one of our School based After School Clubs and Breakfast Club.

You must be able to work Monday - Friday (35hrs per week, 52 weeks of the year).

Working term times as follows:

Breakfast club – Monday to Friday 7:30am to 11:30am

After school club – Monday to Friday 3:00pm to 6:00pm

Outside of term 9:00am to 5:00pm

The purpose of the post is to manage the delivery of an integrated and wrap around Out of School service within the school. The service includes childcare, learning, activity clubs and opportunities for play for children aged between 4-11 years old, in a safe secure and welcoming environment. A key aspect of the role will be to manage and support staff delivering the service and be the main point of contact for parents. Good preparation, management of materials and equipment will create a busy atmosphere that offers choice. Careful supervision of the children and staff is essential, to ensure equal access to opportunities are extended to every child attending the service.

You will be required to manage the breakfast and after school service in the school, during term time and work on our holiday playscheme outside of term. The holiday playscheme may be at another site.

Responsible to: HRH Extended School Services Coordinator

You must have 5 years' experience of working with children aged 5-11, in an educational setting.

You must be qualified to at least level 3 in childcare & education, or other relevant qualification.

You must have at least 2 years' experience in a management role, in a play, childcare or out of school setting.

You must have experience in supervision of staff and effective performance management.

You must be able to demonstrate levels of numeracy & literacy to GCSE (A-C).

Job description and Person Specification available upon request.

Please note that this post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974. HRH is committed to safeguarding children so all applicants will be subject to HRH's safer recruitment process.

All appointments will be subject to an enhanced DBS clearance.

Please contact us via email: admin@highbury-roundhouse.org.uk or via phone on: 0207 359 5916 for an application pack.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER AND ARE COMMITTED TO SAFEGUARDING CHILDREN AND VULNERABLE ADULTS.