

## **Out of School Services Manager**

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

**You will work Monday - Friday (25 hrs per week, 39 weeks of the year).**

Working term times as follows:

**After School Club – Monday to Friday 2:00pm to 6:00pm**

Working non-term times during Holiday Playschemes:

**Up to 35 hours per week during school holidays.**

Salary: £16.15 per hour

The purpose of the post is to manage the delivery of an integrated 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. The manager must work towards achieving the aims of the provision by enabling the children to participate in a variety of learning and educational activities. 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.

Responsible to: HRH Extended School Services Coordinator

You must have 3 years' experience of working with children aged 4-11, 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).

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 and our Safe Recruitment.

Please fill in our application form.

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