

CHERRY TREE PRIMARY SCHOOL



RECRUITMENT PACK

Out of School Club Manager

"Bringing the best out in each other as we blossom and grow"

At a Glance

Job Title:	Extended Services Manager (After-school Club)
Scale / Grade:	Grade 5 / SCP 8
Hours:	3:00pm – 6:00pm Daily (3 hours/shift) plus holiday camp hours (dates to be agreed with the school business manager)
Closing Date:	12 noon on Thursday, 30th July 2026
Interviews:	Monday, 3rd August 2026
Contact/Apply:	CherryTree_busman@sch.warrington.gov.uk

Document 1: Recruitment Brochure

Welcome to Cherry Tree Primary School

Thank you for your interest in the position of Extended Services Manager at Cherry Tree Primary School. We are a vibrant, nurturing, and inclusive school community dedicated to providing the very best opportunities for our children to 'blossom and grow'.

Our Out of School Club plays a vital role in our school community, offering a safe, homely, and stimulating environment for pupils after the school day. We are seeking an enthusiastic, organised, and dedicated individual to lead our team of play workers and manage the day-to-day operations of this essential service.

Our Vision and Values

“Bringing the best out in each other as we blossom and grow”

At Cherry Tree, we believe that every child deserves a supportive environment tailored to their individual developmental needs. Our wrap-around care program focuses on providing high-quality play opportunities and care in a welcoming atmosphere.

Document 2: Job Description

Employment Details

Job Title	Out Of School Club Manager
Department	After-school Club
Reports to	Head teacher / School Business Manager
Type of Position	Fixed Term until August 2027 (Job share option available)
Hours of Work	One shift - 3pm to 6pm Daily (3 hours), plus holiday camp (8:15am to 4:45pm) dates to be agreed with the School Business Manager

Main Duties and Responsibilities

- Leading the day-to-day management of the after-school club.
- Providing line management to a team of play workers, directing the work of staff based at the after-school club, supervising their activities and inducting new staff members.
- Working with all staff to provide care, as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children.
- Liaising with parents to encourage parental involvement and support for the after-school club.

Management and Administrative Duties

- Implementing and regularly reviewing all policies and procedures of the after-school club.
- Maintaining all records relating to the after-school club in accordance with data protection and freedom of information legislation/regulations.
- Liaising with the Cherry Tree School Business Manager regarding all financial matters including: ordering and purchasing resources; bookings; and collection of fees. Ensuring that any monetary transactions are handled and documented as directed by the Cherry Tree School Business Manager.
- Maintaining records of staff attendance, checking and authorising their overtime claims, and managing staff absences and lateness.
- Effectively managing the occupancy levels of the after-school club and offering childcare places.
- Developing professional working relationships with the Cherry Tree School and all relevant professionals and authorities.
- Monitoring and evaluating the quality of the after-school club's service.
- In partnership with the School Business Manager manage the planning and organisation of the holiday camp. Specific dates agreed with the school.
- Working in partnership with the senior leadership team (SLT) to provide breakfast club provision.
- Maintaining working relationships with other site users.
- Ensuring that all staff work within the policies, guidance and procedures of the Cherry Tree School.
- Working in partnership with the Cherry Tree School's SLT to provide an appraisal system for staff, and to organise staff training to meet any identified training needs.

- Taking responsibility for personal professional development, including participation in annual appraisals, any necessary training, and attending after-school club manager's meetings to keep abreast of all current issues relating to the provision of wrap around care.

Health and Safety

- Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.
- Undertaking the appropriate risk assessments for the after-school club, where necessary.
- Ensuring that adequate standards of safety and hygiene are maintained throughout the after-school club, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.

Safeguarding

- Effectively manage the behaviour of pupils in accordance with Cherry Tree School's Behaviour Policy.
- Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the Cherry Tree School.
- Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members/parents/volunteers working at the after-school club, and reporting the outcomes to the designated safeguarding lead.

General Duties

- Contributing to the quality assurance process of the Cherry Tree School and the after-school club.
- Contributing to the development of the school improvement plan and to the fulfillment of its objectives.



Document 3: Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• NVQ level 3 in childcare or relevant qualification • Enhanced DBS check & barred list check • Previous experience in a childcare setting or school	• Degree or equivalent in childcare • Food hygiene certificate (must be undertaken or refreshed if not current) • First aid qualification (must be undertaken or refreshed if not current)
Knowledge & Skills	• Recent experience working with children aged 4-11 • Up-to-date knowledge of safeguarding legislation • Up-to-date knowledge of health & safety legislation	• Up-to-date knowledge of childcare/pedagogy • Up-to-date knowledge of SEND regulations
Abilities & Aptitudes	• Excellent communication skills • Good organisational skills • Competent in using computer systems	—
Personal Qualities	• Commitment to equal opportunities • Team player • Passionate about childcare & education • Caring, nurturing, patient & tolerant manner • Willingness to promote school values & mission • Creativity & flexibility	• Good sense of humour