

## Moss Hey Primary School

Eskdale Avenue  
Bramhall  
Stockport  
SK7 1DS



Before and After School Club Manager (Jobshare)

Contract Type: Permanent

Working pattern: Part Time

Working Hours: 15 hours per week: Monday to Friday 3:00pm to 6:00pm, term time only

Salary Grade: Scale 5 point 22-25

Salary from: £21,074 per annum pro rata Actual Salary from: £7209 per annum

Start date of post: As soon as possible

We are looking to appoint a Before and After School Club Manager to work as part of a job share. The successful candidate will need to hold a NVQ Level 3 in Childcare or Playwork with relevant experience in leading in a childcare setting with knowledge of Early Years (it will be acceptable to work towards the qualification whilst in role). You will need to use your own initiative and be a good team player. We are looking for a manager who is able to deliver high quality childcare and play provision.

You will be highly motivated and enthusiastic with a good working knowledge of policies and procedures to ensure children are safe at all times.

Duties will include:

- To lead the day to day management and organisation of the Before and After-School Club
- To provide line management to a team of play workers, supervisor and club leader directing the work of staff based at the After School Club, supervising their activities and inducting new staff members.
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To oversee, lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment
- Liaise with the school with regard to the needs of the children who attend the club
- To be the contact between the parents and the Before and After School Club

We welcome visits to the school prior to completing the application; please ring the school office on 0161 439 5114 or email [admin@mosshey.stockport.sch.uk](mailto:admin@mosshey.stockport.sch.uk)

Further information and application forms available via the Stockport Council website or from Moss Hey Primary School.

**Closing date for applications: Friday 22<sup>nd</sup> March 2019 at 12:00pm**  
**Interviews: Wednesday 27<sup>th</sup> March 2019**