

Templemoor Infant and Nursery School



**Deputy Extended Services
Manager for After School Club
and Holiday Club**





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Welcome to Templemoor

July 2021

Dear Applicant,

Thank you for your interest in the position of Deputy Extended Services Manager for After School Club and Holiday Club at Templemoor Infant and Nursery School.

Templemoor is a happy and vibrant, over-subscribed infant and nursery school in Sale Moor. Our children are enthusiastic and eager to learn and all our staff are dedicated to delivering an excellent standard of education to the children in our care throughout the school day and beyond. Our mission statement is 'to provide the highest quality teaching and learning in a happy, stimulating environment'. We are a high achieving school and care passionately about our children.

As part of our provision, the school runs its own successful out of hours school club known as 'The X Club', which includes a breakfast club, after school club and holiday club. The club provides for pupils aged 3 to 11 years from both Templemoor Infant and Nursery School and Moorlands Junior School.

We have a vacancy for a Deputy Manager to support the Extended Services Manager in the administration and running of the after school club and holiday club. This is a unique and exciting opportunity to work in a popular, friendly and successful school with a real family feel. You must be enthusiastic, hardworking and be an effective team leader/member. You will be able to provide a safe and secure environment for the children and staff attending the club, initiate and lead games and activities, promoting positive play, as well as support and supervise a committed team of playworkers. You will also hold an NVQ Level 3 in childcare or equivalent.

I very much look forward to receiving your application.

Best wishes,

Mr Stuart Hodgson

Headteacher



Important Dates

The closing date for applications
Friday 30th July 2021 at 12 noon

Shortlisting
Tuesday 3rd August 2021

Interview Dates
The week beginning 9th August 2021



Role Advertisement

Role: Deputy Extended Services Manager for After School Club and Holiday Club

Salary: Band 4 Point 12 to 17, £22183 to £24491 pro rata

Hours: 20 hours per week, 52 weeks per year inclusive of 5 days INSET. Term time hours - 3pm - 6pm plus 5 hours for planning and admin which will be agreed at the start of the contract. Holiday Club hours (excluding Christmas) - 20 hours per week to be agreed with the manager.

Contract: Permanent

Start Date: 1st September 2021

Templemoor Infant and Nursery School runs its own popular out of school club throughout the year known as 'The X Club', which includes a breakfast club, after school club and holiday club. The club provides for pupils aged 3 to 11 years from both Templemoor Infant and Nursery School and Moorlands Junior School. The Headteacher and School Governors at Templemoor Infant and Nursery School are seeking a highly committed, motivated and professional individual to work alongside the Extended Services Manager to take responsibility for the day to day organisation of the extended care provision for the school's After School Club and Holiday Club.

The role will involve:

- Working in close partnership with the Extended Services Manager and the rest of the team.
- Planning, coordinating and delivering a wide range of exciting activities to Early Years, Infant and Junior children.
- Effectively line managing the team to ensure that provision is consistent, effective and of a high standard and that all policies and procedures are adhered to.
- Taking full responsibility for the Club in the absence of the Manager.
- Communicating effectively with parents/carers.
- Maintaining the outstanding ethos of the school.

The successful applicant will:-

- Hold a relevant qualification to at least NVQ level 3 or suitable qualifications that would support the role.
- Have a successful history of working with children in the primary age range and planning activities for them, both indoors and outdoors.
- Have a sound understanding of the current legislation relating to the safeguarding of children and the responsibilities that go with this.
- Have experience of managing a team.
- Be competent in the use of ICT - including experience of working with Word and Excel.
- Have experience of handling booking systems.
- Be hard working, professional and reliable.

- Be an effective communicator and be able to work effectively with all stakeholders including governors, school leaders and parents and carers.
- Be committed to the ongoing development of the club and its team.

In return we can offer you:

- Fantastic children who are eager to learn and who love school.
- A welcoming, experienced and supportive team.
- A positive and happy working environment.
- A programme of professional development training and opportunities.
- An opportunity to make a real difference to the development of our extended services provision.

If you believe you have the qualities we are looking for, we would love to hear from you. An application pack can be downloaded from our school website at templemoorinfants.co.uk. Please send completed applications electronically addressed FAO Miss Leah McCartney (Extended Services Manager) via recruitment@templemoor.trafford.sch.uk.

Please note: An application form must be completed as CVs will not be accepted.

The closing date is 12 noon on Friday 30th July 2021.

Shortlisting will take place on Tuesday 3rd August 2021, with interviews following the beginning 9th August 2021.

Starting Date: 1st September 2021

Templemoor Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. Appointments will be subject to successful references, eligibility to work in the UK, an enhanced Disclosure and Barring Service (DBS) Check and Staff Disqualification Declaration.



Job Description

JOB TITLE	Deputy Extended Services Manager for After School Club and Holiday Club
RESPONSIBLE TO	The Extended Services Manager, School Business Manager and Senior Leaders
GRADE	Band 4 - Points 12 to 17
SALARY	£22183 to £24191 pro rata
HOURS OF WORK	20 hours per week, 52 weeks per year inclusive of 5 days INSET. Term time hours - 3pm - 6pm plus 5 hours for planning and admin which will be agreed at the start of the contract. Holiday Club hours (excluding Christmas) - 20 hours per week to be agreed with the manager.
START DATE	1st September 2021

JOB PURPOSE

To assist the Extended Services Manager in the day to day running of our after school club and holiday club. To be responsible for the running of the club when the manager is off site or absent.

KEY RESPONSIBILITIES

- To Act as the Deputy Designated Safeguarding Lead for the extended school services at Templemoor. The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements and expect all staff to share this commitment.
- Liase with the Manager regarding the daily running of the After School Club and Holiday Club.
- Take full responsibility in the absence of the Manager.
- To establish and maintain positive relationships with children and their families.
- To plan and prepare, in conjunction with the Extended Services Manager, activities and games to interest and stimulate the children.
- Ensure planning is consistent with EYFS requirements. Plan activities that may contribute to a child's individual learning portfolio.
- Consult with children and involve them in planning activities.
- Organise the space and resources to create a welcoming, relaxed and informal environment.
- Note any information passed on from parents and pass onto relevant professionals.
- Communicate any relevant news or issues to others in the team.
- To support the Extended Services Manager in managing and leading a team of playworkers, delegating appropriate tasks and ensuring that the provision is consistent, effective and of a high standard.
- To keep completely confidential any information regarding the children, their families, or staff which is learned as part of the job.
- To attend regular meetings with the Extended Services Manager.
- To develop and maintain good communication with all members of the club, with school, and especially with parents.

- To provide a service that respects children's life experiences and celebrates diversity.
- To maintain a safe and secure environment by carrying out safety checks and report problems and risks to the Extended Services Manager.
- To undertake cleaning and tidying duties.
- To assist in the induction of new staff.
- Undertake appropriate and relevant training.
- Administer first aid when necessary.
- Ensure that the Club's Equal Opportunities policy is adhered to.
- To act as an ambassador for the school and maintain a positive image of its work and aims.

Administrative Duties:

- To carry out day-to-day administration.
- To assist the Extended Services Manager in maintaining a booking and payments system.
- To keep up to date records of children's medical records and parental contact information.
- Processing of any displays, letters, emails as and when needed.
- Liaise with school office staff and headteacher on all relevant matters and issues.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.



Person Specification

Please read this Person Specification carefully: it will be used to assess each candidate's suitability for short-listing for interview. You should state any and all experience you have acquired to date in order to demonstrate how you meet the criteria to work at Templemoor Infant and Nursery School.

You will need to be someone who is passionate about all aspects of childcare and education and be able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as the ability to lead and motivate a range of staff.

	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS			
GCSEs in Maths and English or equivalent.	✓		Application
To be qualified to NVQ level 3 or equivalent.	✓		Application
To have undertaken basic safeguarding training.	✓		Application
To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.		✓	Application
To possess or be willing to work towards a Food Hygiene certificate within 3 months of starting work.		✓	Application
EXPERIENCE			
At least 2 years successful experience of working with children aged 3 - 11.	✓		Application/ Interview
Experience of managing and developing staff to deliver recreational activities.	✓		Interview
Successful experience of working within a team.	✓		Application/ Interview
Experience of administration systems.		✓	Application/ Interview
Experience of working with children with additional needs.		✓	Application/ Interview
Experience of working in a similar setting in a leadership role.		✓	Application/ Interview
KNOWLEDGE			
Up to date knowledge and understanding of play work.	✓		Interview
Good knowledge and understanding of equal opportunities and special educational needs.	✓		Interview
Excellent knowledge of safeguarding policies and procedures.	✓		Interview

A working knowledge of relevant Health and Safety requirements.		✓	Interview
To be aware of and follow all school policies and procedures.	✓		Interview
Up to date knowledge and understanding of the Early Years Foundation Stage (EYFS).	✓		Interview
SKILLS AND ATTITUDES			
Ability to provide and facilitate safe, creative and inspirational play opportunities.	✓		Task
To be motivated and enthusiastic.	✓		Interview
The ability to motivate a team.	✓		Application/ Interview
To relate well to children and share their interests and enthusiasms.	✓		Task
Ability to respond positively and appropriately to individual children.	✓		Application
To relate well to adults and have good interpersonal skills.	✓		Interview
To work constructively as part of a team.	✓		Application/ Interview
To have sound written and oral communication skills.	✓		Application/ Task
To promote the school's aims and vision positively within and beyond the school community.	✓		Interview
To be computer literate.	✓		Task
Able to maintain confidentiality.	✓		Application/ Interview
Able to maintain resources effectively.	✓		Task
Able to provide an environment that delivers quality care and supports wellbeing.	✓		Interview
Ability to demonstrate practice that promotes and enables inclusion within the play environment.	✓		Task
PERSONAL QUALITIES			
To maintain the highest standards of professionalism.	✓		Interview
To demonstrate high expectations of yourself, other staff and all children.	✓		Interview
To be patient, approachable and caring to both children and staff.	✓		Interview
To develop effective relationships with parents/carers.	✓		Application/ Interview
To respond creatively and positively to new challenges and change.	✓		Application
To be self-motivated and to take the initiative and be prepared to ask for advice or help when necessary.	✓		Interview
To be punctual, reliable and trustworthy.	✓		Application

Commitment to own personal development, self-directed learning.	✓		Application
To be hardworking, committed and dedicated, demonstrating a commitment to going 'above and beyond'.	✓		Application/ Interview
SAFEGUARDING			
Ability to safeguard and promote the welfare of children.	✓		Interview
Appreciates the significance of safeguarding and interprets this for all individual children whatever their life circumstances.	✓		Interview
Has a good understanding of safeguarding procedures.	✓		Interview
Can demonstrate an ability to contribute towards a safe environment.	✓		Interview
Shows a personal commitment to safeguarding.	✓		Interview
Two fully supported references.	✓		Application



Making an Application

The Application Form

If you would like to apply for this post please download and complete the application form on the school website.

Your supporting statement should address the selection criteria detailed in the Person Specification. Please return your completed application by email to:

recruitment@templemoor.trafford.sch.uk

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. Please ensure that you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed. **CVs will not be accepted.**

The closing date for applications is **12 noon on Friday 30th July 2021.**

References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification.

The Interview

The interview will consist of a practical task followed by questions from the interview panel. Interviews will take place at the school.

Data Protection

Should you be unsuccessful with your application the school will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

Any questions?

Should you have any further questions then please email the Extended Services Manager, Miss Leah McCartney via the email address above.



Safeguarding Information

The welfare, safety and security of all children in our school is of paramount importance to all members of the Templemoor community.

This information sheet provides a summary of our safeguarding and child protection procedures for prospective candidates at the recruitment stage. Please refer to our full safeguarding policy documents on our school website (templemoorinfants.co.uk) for more details.

Recruitment and Vetting

- CVs will **NOT** be accepted. Candidates **MUST** use the official application form.
- Providing false information is an offence and could result in an application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.
- Shortlisted applicants **must** complete a criminal self-disclosure form.
- At least one member of the recruitment panel has been trained in Safer Recruitment.
- At least two references will be sought for all prospective staff members at interview stage, including one from your most recent employer.
- All staff members will be required to undergo an enhanced DBS (Disclosure and Barring Service) check, which will be repeated periodically.
- Knowledge and understanding of safeguarding children will be explored at interview.
- If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence) and original exam qualification certificates.
- Candidates will need to provide proof of eligibility to work in the UK.
- The successful candidate will be required to complete a Medical Declaration and receive fitness for work.

Safeguarding Policies

- All staff members must adhere to our Child Protection and Safeguarding Policy, which has been written in line with current national guidance and legislation, having regard to their responsibilities for reporting any concerns to the Designated Safeguarding Lead.
- All staff members must undertake child protection training and repeat this training annually.

Safe Learning Environment

- All staff members must adhere to other related policies and guidance, e.g. health and safety policy, risk assessments, e-safety policy etc. in order to maintain a safe learning and working environment for all.