



St Helen's Catholic Junior School Academy  
Sawyers Hall Lane, Brentwood, Essex CM15 9BY  
Tel: 01277 213962

**Breakfast Club & After School Club Manager**

**Salary range: Scale 4, Point 6-7 (£11,603 - £11,828) per annum**

**Start date: 1 September 2022**

The permanent post will be 25 hours term time only  
Monday to Friday 07:15 am to 09:00 am, 15:15 to 18:30  
Non-pupil / Inset days upon request

We are looking to appoint a Breakfast Club & After School Club Manager

Responsibilities include:

- Development and daily supervision of the clubs
- Purchasing food and drink quantities to be consumed by the pupils at the clubs with appropriate stock levels
- Providing refreshments (hot/cold) and ensuring that hygiene, health and safety standards are met
- Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development
- Delivering quality play opportunities within a safe and caring environment
- Administering first aid when necessary
- Consulting with children and involving them in planning activities
- Setting up the play space including moving furniture and play equipment
- Organising weekly rotas for staff and ensure that any absences are covered
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club
- Undertaking appropriate and relevant training
- Keeping the work environment healthy, safe and secure
- Facilitating good communication with all members of the organisation, parents and schools
- Working within the framework of the club's policies and procedures

Desired Qualities:

- Experience of working with 3 to 11 year olds
- Understanding the varied needs of children and their families
- Good communication skills
- Ability to work as a team member
- Sound judgement and common sense
- Experience of working within a play-based setting
- Appropriate child protection training
- Paediatric First Aid Certificate
- Food Hygiene Certificate

St Helen's Catholic Junior School Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. These posts will be subject to an enhanced DBS, medical check and satisfactory references.

Please contact Mr L Daley, Headteacher at the school office for an application pack and further details.

Closing date: 27/05/2022

Interview date: TBC