



Job Title: After School Childcare and Holiday Club Manager at “The Den” Holy Trinity CE Primary School, Cuckfield

Location: Holy Trinity CE Primary School

Hours: 3.00pm – 6.45pm during term time, plus strong possibility of some work during the holidays (Half terms, one week at Easter, three weeks during the summer holiday)

Salary: See Job advert

Reports to: SBM, Headteacher, Deputy Headteacher

Job Purpose:

To manage the day-to-day operations of the after school childcare club, ensuring a safe, fun, and engaging environment for children. The manager is responsible for overseeing staff rota, planning activities (in conjunction with SBM / Headteacher), maintaining records, supporting staff at the after school provision and ensuring compliance with relevant safeguarding and childcare regulations.

Key Responsibilities:

- **Operational Management:**
 - Lead and manage daily operations of the after school club.
 - Ensure the club meets all Ofsted or local authority childcare standards.
 - Organise and supervise safe, age-appropriate activities (arts and crafts, outdoor sports, board games, homework help, etc.).
 - Close liaison with SBM, Headteacher
- **Staff Supervision:**
 - Train and supervise staff at the after school club “The Den.”
 - Ensure adequate staffing levels at all times.
- **Childcare & Safeguarding:**
 - Promote a safe, inclusive, and nurturing environment
 - Able to remain professional when handling confidential material.
 - Maintain up-to-date records on attendance, incidents, and child information
 - Ensure all children are signed out by a parent/ carer/ agreed adult collection using the iPad provided
 - Adhere to and enforce safeguarding and child protection policies
- **Parental / Children’s Communication:**

- Act as the main point of contact for parents and carers
- An excellent communicator that is comfortable dealing with both children and adults.
- Handle enquiries, feedback, and concerns in a professional manner.
- Promote the club to increase enrolment and engagement.
- **Administrative Duties:**
 - In conjunction with the SBM, manage budgets, supplies, and snack provisions.
 - Complete required documentation and reports.
 - Ensure all activities and operations align with health and safety regulations.

Person Specification:

Essential:

- Proven experience of working with children 4 – 11 providing high standards of primary aged childcare
- Committed to and a strong belief in teamwork
- Committed to working with children and the wider community
- Strong leadership and organisational skills.
- Up-to-date knowledge of safeguarding and first aid.
- Excellent communication and interpersonal skills.
- Ability to plan and support fun, engaging activities for various age groups
- Able to lead, challenge and motivate children and staff
- Hold Level 1 Food and Hygiene certificate.

Desirable:

- Relevant childcare qualification (e.g., Level 3 Diploma in Playwork or Childcare).
- Experience managing a team or leading a childcare provision.
- Ofsted knowledge and experience with inspections.

Safeguarding Statement:

This position is subject to an enhanced DBS (Disclosure and Barring Service) check. The successful applicant will be expected to demonstrate a commitment to safeguarding and promoting the welfare of children.