



## **ST BRENDAN'S R C PRIMARY SCHOOL**

Brookfold Lane  
Harwood  
Bolton  
BL2 4DZ

### **Out of School Club Manager**

**Actual Salary:** £17,489 - £19,279 per annum

**Salary Band:** Grade E SCP 11-17

**Hours:** 27.5 hours per week - Term Time Only

**Contract Type:** Permanent

**Start Date:** As soon as possible

**Working Hours:** Monday to Friday – Core hours are 7:20am to 8:50am (Breakfast Club) and 3:00pm to 6:15pm (After School Club). An additional 1 hour per day is included, which will be allocated to either the morning or afternoon session to support other duties associated with the role. The distribution of this time can be agreed with the successful candidate.

Do you have a passion for helping children flourish beyond the classroom?

Are you an inspiring leader who can combine fun, care and creativity in equal measure?

At St Brendan's RC Primary School, we are proud of our nurturing and vibrant community. We are now seeking a dedicated **Out of School Club Manager** to lead our thriving Before and After School Club.

This rewarding role is perfect for someone who is motivated, caring and imaginative - ready to create safe, engaging and joyful experiences for children aged 4 to 11 every single day.

### **About the Role**

As our Out of School Club Manager, you will:

- Lead and organise the daily running of the club.
- Create a safe, exciting and welcoming environment
- Lead a small team with passion and positivity
- Make a real difference to children aged 4 to 11

### **What We're Looking For**

- **Essential:** Level 3 Qualification or equivalent in Childcare or Playwork.
- **Experience:** Working with children aged 4 to 11 in a play or childcare setting.
- A caring leader who can balance fun with responsibility.

## What You'll Achieve

- A happy, safe and inspiring environment where children feel supported and valued.
- A strong, collaborative team who share your passion for play and care.
- Full compliance with EYFS and Ofsted standards.
- Smiles, laughter and the knowledge that you are making a difference every day!

## Key Responsibilities

- Plan, prepare and deliver a wide range of quality play activities.
- Prepare and serve healthy snacks.
- Ensure the setting is safe, clean and ready for each session.
- Interact with pupils, making every child feel welcome and included.
- Build positive relationships with parents and carers.
- Support, guide and supervise play workers and volunteers.

## Safeguarding

- St Brendan's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Pre-employment checks will be undertaken, and this post is subject to an enhanced Disclosure and Barring Service check.

## How to Apply

Please email [office@st-brendan.bolton.sch.uk](mailto:office@st-brendan.bolton.sch.uk) to request an application pack.

**CVs will not be accepted.**

Please return completed application forms, marked *Private & Confidential* for the attention of the Head Teacher.

**Closing Date:** 12pm, Friday 12<sup>th</sup> December 2025

**Interviews:** Week commencing Monday 15<sup>th</sup> December 2025