



Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Headteacher: Mrs J O'Keeffe

Derwent Drive, Slough
Berkshire, SL1 6HW
Tel: 01628 661886

Breakfast and After School Club Manager

Required to start as soon as possible

Permanent, 25 hours per week

Job Salary: National Pay Level 4 SCP 8 – 12, £20,871 - £22,515 (inc. LW) pro rata

The Headteacher and Governors are seeking to appoint a Breakfast and Afterschool Club Manager, who will be responsible for the development and daily management of the club, with the support of a team of assistants.

Hours of work are 7.15am – 9.00am & 3pm – 6.15pm Monday – Friday, term-time only

The Club Manager will lead this provision which caters for 60 pupils from the school in each session and be responsible for providing a safe and caring environment in line with national standards and guidance. They will supervise staff and maintain all records relating to the club, including financial and Health & Safety. Further details are available on the attached job description.

The ideal candidate will have experience of working with primary school children aged 4-11 and leading a team and meet the following requirements which are desirable:

- Level 3 childcare qualification
- Hold or be willing to undertake a First Aid qualification
- Experience of finance/book-keeping
- Managerial experience

Visits to the school are warmly welcomed; please phone for an appointment. Only applications submitted on the School's (CES) application form will be accepted and can be emailed.

Closing Date: 31st December 2019

Interview date: w/c 6th January 2020

Applications from all faiths welcome. Applicants may be called to interview prior to the closing date.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Appointment is subject to a satisfactory enhanced DBS disclosure and pre-employment checks.

Email: post@olopprimary.co.uk

<http://www.olopprimary.co.uk>

*In partnership with The Diocese of Northampton
and Slough Borough Council, Department of Education*