



Extended Services Club Manager

To work with the Extended Services Team to support the following:

- To take responsibility for the care and education of children within Discovery Extended Services Provision – Wraparound Care and Holiday Camps
- To contribute to providing high quality provision and cover for Extended Services and Discovery Primary Schools in their cluster
- To provide a flexible approach to supporting Discovery Extended Provisions in a range of contexts

Grade:

7 Pay point 11

Hours

Term Time – 32.5 hrs pw 7-10am and 2.45-6.15pm (With some flexibility) 39 weeks.

Responsible To:

Extended Services

**Key Relationships/
Liaison with:**

Head of Extended Services, Extended Services Lead, Early Years Lead, Head Teacher

Occupational Standards

To have regard for and work within the Discovery Wraparound Care Framework

To have regard and work within the criteria for the Discovery Holiday Camp Framework

To lead and be responsible for the day-to-day organisation and management of the school's wraparound care provision (covering both the breakfast club and after-school club), ensuring high standards of care and play opportunities for primary-aged children in a safe, secure environment. This role encompasses operational delivery, staff supervision, and full budget oversight to provide a sustainable, high-quality out-of-school service that meets the needs of pupils and their families

Main duties and responsibilities

- Uphold rigorous safeguarding and child protection standards at all times, following all relevant policies and procedures. Ensure full compliance with statutory requirements – including health & safety regulations, first aid, hygiene/food safety – and meet any Ofsted or local authority standards applicable to out-of-school childcare provision. Immediately report any safeguarding concerns to the school's Designated Safeguarding Lead and maintain appropriate records, ensuring the club is always prepared for inspections or audits of its provision.
- Operational Management: Oversee the daily running of the breakfast and after-school clubs, including planning and organising a well-structured programme of activities and routines that provide a high-quality, fun experience for all children. Maintain a welcoming, inclusive atmosphere and ensure that children are safe, engaged, and enjoying their time in the provision, with their well-being and developmental needs given highest priority.
- Provide effective leadership to the club's staff team. This includes directing and supervising staff during sessions, ensuring adequate staffing and smooth coverage at all times. Support recruitment, induct, and train new staff members as needed with support of the Education Lead,



and oversee the ongoing professional development and performance of all club staff (e.g. conducting appraisals, identifying training needs in areas like safeguarding, first aid, or playwork) to foster a skilled, motivated team.

- Take responsibility for the wraparound care budget and finances with the Extended Services Lead. Plan and monitor income and expenditures to ensure the provision remains financially sustainable. Controlling costs (e.g. staffing, snacks, equipment), and keeping accurate financial records. Work closely with the Extended Services Lead to maintain robust financial controls and documentation.
- Work in close collaboration with the Extended Services Lead and school leadership to ensure the wraparound provision complements the school's schedules, curriculum, and policies (e.g. behaviour or SEND support). Provide regular updates on the club's operations, and advise on any issues, ensuring transparency and alignment with the Extended Services objectives. Build strong relationships with parents and carers, acting as the main point of contact for the clubs – communicating information about programs, handling enquiries or concerns promptly, and encouraging parent feedback and involvement in the provision. Where appropriate, liaise with external bodies or childcare networks (such as the local authority or activity providers) to enhance the club's offerings and keep up with best practices.
- Establish systems to monitor and evaluate the quality and impact of the wraparound service. Maintain up-to-date records (e.g. attendance registers, incident/accident logs) and use feedback from children and parents to identify areas for improvement. Ensure that adequate standards of safety and hygiene are maintained through regular risk assessments, checks, and adherence to policies. Evaluate the club's performance and prepare reports or summaries for school leaders or Extended Services as required – for example, reporting on attendance levels, parent satisfaction, notable achievements, or any issues – and implement changes to continually enhance the provision. Strive to not only meet minimum requirements but to exceed quality standards, keeping the club in a ready state for any Ofsted inspection or school review.
- Support Extended Services with Parents Evening and School events in promoting the Extended Services provision through stalls.
- To maintain a duty of care for all children that attend the Extended Services Provisions.
- To establish and maintain positive relationships with children, pupils, school and Extended Services provision teams.
- Be aware and apply all policies, procedures and risk assessments in accordance with Discovery Trust, with particular reference to Safeguarding, Child Protection, Health and Safety and Intimate Care.
- Apply the highest confidentiality with issues that might arise. Always be sensitive and respectful to the different needs and requirements of children and families when working across different provisions.
- To maintain communication with the Head of Extended Services and the wider Extended services Lead Team.
- To step into the Lead role within Wraparound Care and Holiday Camp in the absence of the Club Manager at other provisions in the cluster.



- To complete Paediatric First Aid training and assist with First Aid incidents/accidents.

WAC/ Holiday Camp Duties

- To be responsible for the organisation of high-quality activities for children attending the Wraparound Care and Holiday Camp provision.
- To organise and support individuals implementing quality childcare with the support of the Area Manager.
- To support the Extended Services Team in ensuring staff are appropriately deployed and directed within WAC/Holiday Camp.
- Coordinate and liaise with the Extended Services Area Manager, to plan and produce a planned timetable of activities to be implemented to ensure the children have a fun, active, exciting and interesting experience with WAC/Camp. This will include craft sport, games, and other play activities across age range EYFS, KS1 and 2.
- Participate in training associated with the role – this includes annual Discovery conferences, FLICK training, and other training deemed appropriate in order to develop your role and expertise.
- To fulfil the expectations of practice as set out in the Discovery Wraparound Care Framework and the Discovery Holiday Camp Framework in all areas. Positive Relationships, Enabling Environments, Healthy Minds and Bodies, Safe Systems.
- Comfort and supervise children who are ill or have had an accident administering to their needs, as appropriate and referring to the nominated First Aider ensuring that accidents are recorded appropriately. Attend to children's intimate care needs according to policy and procedures.
- Organise equipment and maintain a safe environment ensuring broken or damaged equipment is removed from circulation.
- To be a main key holder and have responsibility for Opening/locking the school site, before and after Wraparound Care
- Ensure a healthy and balanced menu is provided and that standards of food presentation and supervision at mealtimes is of a high standard. Ensure mealtimes are a happy, healthy and positive experience for the children.
- Ensure that the WAC/Camp teams engage with the children at all times, creating a positive, caring and trusting experience for the children.
- Refer any instance of unacceptable behaviour or concerns that may have about the children or team, to the Extended Services Support Lead – recording matters in accordance with policy and procedures.



- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- Plan, implement, support, and assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills.
- Promote, create and maintain an appropriate ethos that attracts and encourages children within our provisions.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



Job Title: Extended Services Club Manager

Grade: 6 Pay point 9

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> Level 3 in Supporting Teaching and Learning or equivalent OR Able to demonstrate the ability to meet the SLT Level 3 National Occupational Standards relevant to this post Level 2 qualifications in Maths/Numeracy, English/Literacy OR Able to demonstrate competency in Literacy and Numeracy equivalent to Level 2 		✓	App/Doc
Experience <ul style="list-style-type: none"> Experience of working in a teaching/learning support role Experience of working in a wraparound or camp (or similar) provision Ability to lead a team of adults and managing people 	✓ ✓	✓	App/Ref App/Ref App/Ref
Knowledge <ul style="list-style-type: none"> Knowledge of Safeguarding and Health and Safety procedures 	✓		App/Int/Ref
Skills/Attributes <ul style="list-style-type: none"> Ability and willingness to undertake professional development Good interpersonal skills Experience of working with children of a relevant age Effective communicator High level of personal organisation Empathy with children and young people Ability to work effectively as part of a team 	✓ ✓ ✓ ✓ ✓ ✓ ✓		App/Int App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref
General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations 	✓		App/Int
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 	✓		Med



	Essential	Desirable	How assessed

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)