

# Nexus Education Schools Trust



## Bickley Nightingales Before & After School Club Manager Recruitment Pack



Nexus Education Schools Trust

# Job Advert

Join the Adventure at Bickley Nightingales – Where Every Day is an Exciting Journey!

We're on the lookout for a passionate and committed **Club Manager** to lead our vibrant new **Before and After School Club at Bickley Primary School**. This is more than just childcare – it's a place where children feel safe, supported, and inspired to thrive.

At **Bickley Nightingales**, every day is packed with fun, creativity, and discovery. Whether it's energetic outdoor play, imaginative role-playing, building with construction toys, or diving into board games, our club offers something for every child. Budding artists will love our structured arts and crafts sessions, designed to spark creativity and encourage self-expression.

Our club is a warm, welcoming space where friendships grow, imaginations take flight, and every child is celebrated. If you're enthusiastic about working with children and eager to be part of a dynamic, caring team, we would love to hear from you!

<b>Salary</b>	Salary S7 Outer London £17.08 - £18.11 per hour (£32,070 - £33,987 FTE)
<b>Location</b>	Bickley Primary School Nightingale Lane Bromley BR1 2SQ Tel: 020 8460 6790 <a href="http://www.bickley.bromley.sch.uk">www.bickley.bromley.sch.uk</a>
<b>Hours</b>	Monday - Friday, term-time only, 38 weeks per year Mornings sessions - 7.00 - 9.00 am Afternoon sessions - 15.00 - 18.00 pm <i><b>Please indicate on your application form if you are available for both sessions or only mornings or afternoons.</b></i>
<b>Reports to</b>	Headteacher or line manager
<b>Start Date</b>	ASAP
<b>Closing Date</b>	Midday on Wednesday 20 May 2026
<b>Interviews</b>	Thursday 21 May 2026 We reserve the right to interview suitable candidates prior to the closing date

# Bickley Primary School

Thank you for showing an interest in Bickley Primary School. Set within extensive grounds, Bickley offers plenty of space for children to play, explore, and learn in a stimulating environment.

At Bickley, we are passionate about providing a high-quality education that equips children with skills they will carry with them far beyond their time here—into higher education and throughout life. Our focus on teaching children how to learn fosters motivation, resilience, and a readiness to tackle challenges head-on, both academically and personally.

At Bickley, we pride ourselves on having a broad and balanced curriculum that provides opportunities for specific talents in areas such as music, sport and art to be identified and nurtured. We have a wide range of before school, lunchtime and after school clubs and participate in many sporting and music events.

Our pupils know that the most important thing in the world is to be kind and this is commented upon by visitors to our school who talk about their manners and the evident strong relationships rooted in respect. We are fortunate to have a very supportive community and value the partnership between home and school.

Our motto, All different – All equal – All achieve, encapsulates our commitment to celebrating individuality, promoting inclusivity, and ensuring every child reaches their full potential.

# Nexus Education Schools Trust

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**We're proud to offer:**

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

## Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE  
CEO  
Nexus Education Schools Trust



# Before & After School Club Manager Job Description

## Main Purpose of the Role:

As the Club Manager, you will take overall responsibility for the leadership, organisation, and delivery of the before and after-school care programme. Your primary focus will be to create a safe, nurturing, and stimulating environment where every child feels valued and engaged. You will oversee the day-to-day operations of the club, ensuring the highest standards of care and a wide range of enriching activities, including physical play, arts and crafts, and interactive games tailored to suit all age groups. Your role will involve planning and delivering these activities to promote creativity, social development, and fun. A key aspect of this position is team leadership - you will manage and support a dedicated team, fostering a collaborative and professional culture that encourages growth and excellence.

You will also be responsible for ensuring full compliance with safeguarding protocols, health and safety regulations, and school policies. Building strong, positive relationships with parents, carers, and school staff will be essential, as will maintaining accurate records such as attendance logs and incident reports. You will also oversee the preparation of nutritious snacks and ensure that all resources and equipment are well-maintained and fit for purpose.

## Key Responsibilities:

- **Plan and Deliver Inspiring Activities** - create and lead fun, age-appropriate activities that keep children engaged and supported, both indoors and outdoors.
- **Lead a Positive Team Culture** - supervise and support staff, manage rotas and timesheets, and ensure the right staffing levels each day.
- **Champion Safeguarding and Wellbeing** - ensure all safeguarding procedures are followed, keeping staff informed and alert to any concerns. Maintain up-to-date records on children's medical needs and allergies, and ensure first aid is administered when needed.
- **Engage with Families** - communicate clearly with parents and carers, handling queries and sharing updates on their child's experience.
- **Ensure a Safe and Organised Environment** - oversee equipment setup and safety checks, lead fire drills, and ensure the space is clean, safe, and welcoming.
- **Co-ordinate Operations** - liaise with the school office and caretaker to ensure seamless coordination. Manage club communications, including the club mobile and website updates. Monitor budgets, order supplies, and ensure financial procedures are followed.
- **Support Staff Development** - identify training needs, support staff growth, and take part in recruitment and performance reviews.
- **Coordinate Transitions and Attendance** - ensure children are safely collected, escorted to other clubs, and accounted for at all times.
- **Contribute to Planning** - attend regular meetings to review progress and help shape the club's future direction.

## Support for the School

- Comply with school policies and procedures, including those related to safeguarding, health and safety, and data protection.
- Maintain confidentiality regarding pupil and school matters.
- Promote equality and diversity, ensuring all pupils have access to learning opportunities.
- Contribute to the school's ethos and aims, supporting colleagues and attending relevant meetings.
- Participate in training and professional development activities as required.

# Before & After School Club Manager Job Description

## Health and Safety

- Take responsibility for your own health, safety, and welfare, and that of others who may be affected by your actions.
- Co-operate with the school on all matters relating to health, safety, and welfare.

## Continuing Professional Development

- Participate in the school's Performance Management Scheme.
- Undertake professional development as identified to enhance your role and impact.

## Additional Information

This job description outlines the main duties and responsibilities of the role but is not exhaustive. You may be required to undertake other duties of a similar level as directed by your manager. Reasonable adjustments will be made to support disabled applicants or employees. The job description may be reviewed and amended in consultation with you, and you will have the opportunity to discuss any changes with your line manager. You may be accompanied by a trade union representative if you wish.

## Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

## Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all school policies and procedures relating to the management, teaching, and learning within the school.

## Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

## Equalities

Actively enforce the school's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

# Before & After School Club Manager Person Specification

## Personal Skills/Qualities

- Enthusiastic, caring attitude and passion in working with children
- Ability to work on own initiative, using judgement and common sense and as part of a team
- Strong supervision skills
- Excellent communication skills together with sufficient understanding and use of English to ensure the wellbeing of the children and with liaising with their parents, staff and School Management
- Effective organisational skills
- Good numeracy and ICT skills
- Professional manner and attitude and ability to establish good relationships with all members of the school community
- Trustworthy, reliable and punctual with a flexible approach to work

## Experience/Qualifications

- At least 3 years of previous experience in a similar setting with children 3 – 11 years
- Relevant NVQ3/Early Years qualification or equivalent
- Paediatric First Aid
- Safeguarding training
- Understanding and commitment to the highest standards in quality childcare and ensuring that all relevant policies, procedures and guidelines, i.e. Confidentiality, Health & Safety Policy, Behaviour Policy, Safeguarding, the provision Terms and Conditions - are followed.
- Excellent organisational skills in order to assist with the development and implementation of a programme of age suitable activities.
- Understanding of child development and the role of play and other activities
- Excellent interpersonal skills - you connect easily with others and communicate clearly.
- Familiarity with Keeping Children Safe in Education guidance.



Nexus Education Schools Trust

## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



Nexus Education Schools Trust

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

[www.nestschools.org](http://www.nestschools.org)

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL

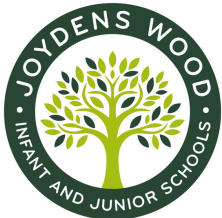


HIGHFIELD

Infants' and Junior Schools



John Keats  
Primary School



PERRY HALL  
PRIMARY SCHOOL



WORSLEY BRIDGE  
PRIMARY SCHOOL



[www.nestschools.org](http://www.nestschools.org)