



Before and After School Club Leader



Studley St Mary's CE Academy
New Road
Studley
B80 7ND

Candidate Information

Together, pursuing life in all its fullness

Before and After School Club Leader

About the Role

The Trust is looking to appoint an inspirational and highly effective Before and/or After School Club Leader who is committed to supporting Studley St Mary's CE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- We are offering a salary of £25,583 per annum FTE, Grade E (scale points 5-6)
- 6.25 hours per week 7:15am-8:30am Monday to Friday for breakfast club - Actual Salary £3,766
- 7.5 hours per week 2:45pm to 5:15pm Monday to Friday for after school club - Actual Salary £4,520
- 39 weeks term time, to include training opportunities and requirements
- This is a fixed term position until 31 August 2027. A review of the before and after school provision will take place prior to this date.
- Possible opportunity to apply as part of a job share
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact the school office on 01527 852153 for an informal discussion about the post or you can email school.office@studleystmarys.covmat.org

Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Closing date: Thursday 9 July 2026 at 12 noon

Interview date: Tuesday 14 July 2026

Start date: September 2026

Job Description

KEY PURPOSE

To lead the before school breakfast club and after school club, ensure the provision of high-quality childcare, whilst following the agreed standards, policies, and procedures.

ACCOUNTABILITIES

The appointee will be line managed by Adam Clark, Headteacher.

PRINCIPAL RESPONSIBILITIES

- Lead the daily operation of the before school and after school provision, ensuring a safe and welcoming environment.
- Supervise staff and volunteers where appropriate and maintain consistent routines and expectations.
- Manage attendance, registers, and smooth pupil transitions into the school day.
- Uphold safeguarding procedures and respond appropriately to concerns.
- Promote positive behaviour and support pupils' wellbeing and readiness for learning.
- Plan and deliver inclusive, engaging activities suitable for all pupil, following guidance set by the school.
- Ensure the environment is safe, clean, and appropriately resourced.
- Complete daily safety checks and follow health and safety requirements.
- Communicate effectively with pupils, parents/carers, and school staff.
- Liaise with parents, including for example, behaviour whilst at the club, as required.
- To be involved in staff meetings and training as appropriate.
- Maintain accurate records, including attendance and incident logs.
- Support monitoring and improvement of the before-school provision.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with

other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Be educated to at least GCSE level with English and Maths to grade C or above		√	√		
2	Have experience of working with and caring for children aged 7-11	√			√	
3	Have a current Paediatric first aid certificate		√	√		
4	Hold current food hygiene certificates		√	√		
Professional Experience and Knowledge						
1	Have knowledge of relevant procedures eg. Child Protection & Safeguarding	√			√	
2	Have experience of working with and caring for children aged 7-11	√		√		
3	To have worked within a primary school setting		√	√	√	
4	Have awareness of Health & Safety requirements		√		√	
5	To have an understanding of equality of opportunity		√		√	
Skills and Abilities						
1	Be able to work as a team	√			√	√
2	Ability to work on own initiative	√			√	√
3	Have good communication, listening and negotiation skills	√			√	√
4	Be able to provide safe and creative play opportunities	√			√	√
5	Be able to lead and participate in safe and creative play	√			√	√
6	To be able to promote a positive ethos and role model	√			√	√
7	Experience of playwork		√		√	√
8	A commitment to undergo training as and when required	√			√	

I hereby confirm that I have received a copy of the Job Description for the post of **Before and/or After school club leader**

Signed

Dated

