

# Nexus Education Schools Trust



## STARS Before & After School Club Manager Recruitment Pack



Nexus Education Schools Trust

# Job Advert

## Join the Adventure at STARS – Where Every Day is an Exciting Journey!

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

At **STARS**, 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'd love to hear from you!

<b>Salary</b>	Salary S6 Outer London £15.91 - £16.84 per hour (£29,856-£31,611 FTE)
<b>Location</b>	Highfield Infants' School Highfield Drive Bromley BR2 0RX 020 8460 2597 <a href="http://www.highfield.bromley.sch.uk">www.highfield.bromley.sch.uk</a>
<b>Hours</b>	23.75 hours Monday - Friday, term-time only, 38 weeks per year Mornings sessions : 7.30 - 9.00am Afternoon sessions : 3.00 - 6.00pm <b><i>Please indicate on your application form if you are available for both sessions or only mornings or afternoons.</i></b>
<b>Reports to</b>	Headteacher or line manager
<b>Start Date</b>	As soon as possible
<b>Closing Date</b>	Midnight on Sunday 22 February 2026
<b>Interviews</b>	Week Commencing Monday 23 February 2026 We reserve the right to interview suitable candidates prior to the closing date

# Highfield Infants' School

At **Highfield Infants' School**, we are proud to offer an inspiring and dynamic learning environment where children flourish and grow into confident, capable learners. Enriched by an exciting array of extracurricular activities, a passionate and dedicated staff, and a strong, supportive partnership with parents, our school is a place where every child feels valued and empowered to achieve their best.

We are a thriving learning community, passionate about education for both children and adults. Our mission is for every child to see themselves as a successful learner, building on their unique strengths and qualities. We are committed to excellence, fostering a community that values, respects, and celebrates each child for who they are.

Collaboration lies at the heart of our school. Parents are welcomed as true partners in their child's journey, and our dedicated Local Committee members bring a wealth of expertise, playing an active role in shaping the school's success. We work closely with Highfield Junior School to ensure a smooth and seamless transition for Year 2 children into Year 3, creating continuity and confidence in their educational experience.

Our core values, **TLC – Thinking, Learning, and Caring**, are woven into every aspect of school life. These values define who we are, guide what we do, and inspire who we aim to be. Through stimulating learning experiences and a nurturing community, we ensure that every child not only excels academically but also thrives personally and socially.

**At Highfield Infants' School, learning is a journey of discovery, growth, and joy—and we're excited to be part of every child's adventure.**

# 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
- 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.





# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



Infants' and Junior Schools



John Keats  
Primary School



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