



Wraparound Club Manager

Start Date: April 2026

26.25 hours per week 38 weeks per year

Work Pattern: Monday to Friday 7.15am -9.15am Breakfast club and After School Club Monday to Friday 2.30pm to 6pm term time only

Grade F (FTE £32,061 Pro Rata - Actual Annual Salary £19,287)

Rickley Park Primary School is proud to be part of the Inspiring Futures through Learning (IFTL) family of schools who inspire all of our futures through learning together. At IFTL we are never alone, we know we are stronger together - one united family striving for excellence for all, in everything we do.

About the Role

We are seeking a dedicated, organised and enthusiastic **Wraparound Club Manager** to lead and develop our high-quality before and after school provision for children aged 3–11. This is an exciting opportunity for an experienced childcare professional who is passionate about creating a safe, inclusive and engaging environment where children can thrive.

In addition to managing our wraparound provision, the successful candidate will also undertake **Designated Safeguarding Officer (DSO)** responsibilities, playing a vital role in ensuring the safety and wellbeing of all pupils.

Aim and main purpose of the role:

- Lead the day-to-day operation of the breakfast and after-school club.
- Plan and oversee a stimulating programme of activities that meet the needs of all children.
- Manage, supervise and support wraparound staff, including rotas and performance.
- Ensure compliance with Ofsted requirements, safeguarding legislation and school policies.
- Maintain accurate registers, records and risk assessments.
- Manage budgets, ordering of resources and ensuring value for money.
- Act as a Deputy Safeguarding Officer in line with *Keeping Children Safe in Education*.
- Support the Designated Safeguarding Lead (DSL) in managing safeguarding and child protection concerns.
- Receive, record and respond appropriately to disclosures and safeguarding concerns.
- Maintain accurate, confidential safeguarding records.
- Ensure safeguarding procedures are consistently implemented within the wraparound provision.
- Promote a strong safeguarding culture across the provision.

Visits to the school are warmly welcomed and encouraged.

Please see the job description for further details.

We can offer:



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As part of the Inspiring Futures through Learning, successful candidates have access to enhanced family leave, Employee Assistance program, bespoke CPD and a generous employer contribution. All IFtL employees have access to a benefits platform which offers discount on gym membership, cinema tickets, cycle to work scheme and much more.

For more information or to arrange a visit to Rickley Park Primary School please contact recruitment@rickleypark.co.uk

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check

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