

St Mary's RC Primary School

Belgrave Street Radcliffe, M26 4DG

Are you ready for that next step in your career?

We have an exciting opportunity to develop our well established before and after school care. The current model runs under the OFSTED framework and provides childcare before and after school during term time, a separate outside provider used to run a holiday club from the school premises.

The vision is to expand both the scale and remit of this care to provide outstanding provision which not only offer's good value childcare but also a vibrant, expansive experience for the children that complements and enhances our in-school curriculum.

We need someone with the drive, ambition and imagination to work closely with the Headteacher to put this vision into practise.

The remit and influence of this role is only limited by the ambition of the post holder - the project has been key ambition of the headteacher since he arrived three years ago. We have all the ground work in place it is time to find the right person to ignite the ambition and bring the vision to life.

Your hours of work will be 37 annualised hours, subject to school requirements.

The salary for this post will be £22,183 to £24,491 per annum.

The role will include:

Managing all staffing and finance related to before and after-school provision as well as overseeing the work of the Holiday Club Supervisor. This will include supervising the day to day running of the before and after school club- managing all bookings, payments and being the first port of call for parental contact or concerns.

Delegating supervision in your absence.

Working closely with the Headteacher to design a creative and expansive experience for children of all ages.

Work with subject leaders to make sure that their subject is represented in our out of school provision.

Be an outstanding practitioner/ role model for all activities.

In consultation with the SBM & DSL Managing all the safeguarding, Health & safety protocols and risk assessments related to out of hours provision- (including school trips).

Planning and resourcing all the before and afterschool club activities

Working closely with the Forest School lead to maximise use of the facility and enhance the provision where possible

Work closely with PE lead to ensure we have good value and measurable outcomes from the Sports Premium

School offers:

- Flexible working- the annualised hours contract allows for extra/ reduced hours per week depending on events workload- including possible holidays in term time if appropriate.
- Access to excellent training – working closely alongside the Headteacher and School Business Manager.
- Full support from The Headteacher and SLT
- A member of the SLT
- An initial budget to 'pump prime' the project
- Significant autonomy to develop the role in consultation with the headteacher

Appointment to this post is subject to satisfactory references and a satisfactory enhanced disclosure from the Disclosure and Barring Service.

St Mary's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. If you have any enquiries regarding this vacancy please contact the school on 0161 723 4210 or stmarysradcliffe@bury.gov.uk.

For further information and application form see the school website. Completed applications must be returned to the school by 12 noon on Monday 28th September 2020.