

The Quinta Primary School

School Wraparound Club Manager

Salary: Grade 6: £11,599 - £12,578 (£14.86 - £16.11)

Hours: 3:00–6:00pm, term-time only + additional planning hours if applicable]

Contract Type: Temporary maternity cover with the potential to lead to permanent, Term-time plus some holiday weeks (negotiable)

Start Date: As soon as possible

Head Teacher: Mr W Sharpe

Location: The Quinta Primary School, Congleton, Cheshire

We are seeking a passionate, organised and enthusiastic **Wraparound Club Manager** to lead our before- and after-school provision. This is a fantastic opportunity for someone who thrives in a busy, child-centred environment and is committed to creating a safe, stimulating and nurturing space for children beyond the school day.

Key Responsibilities:

- Oversee the day-to-day running of the Breakfast and After-School Clubs
- Lead and manage a team of wraparound staff, including rotas, training and performance
- Plan and deliver engaging and age-appropriate activities that support children's wellbeing and development
- Manage club resources, including ordering and maintaining equipment and supplies
- Ensure high standards of safeguarding, health and safety, and child protection are maintained at all times
- Maintain accurate records of attendance, incidents, and communication with parents/carers
- Liaise effectively with school staff and parents to support the needs of children and families

The ideal candidate will:

- Have experience of working with children in a leadership or supervisory role

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- Be knowledgeable about safeguarding procedures and have (or be willing to undertake) relevant training, such as DSL and Paediatric First Aid
- Demonstrate excellent organisational and communication skills
- Be proactive, flexible and a strong team player
- Have a relevant childcare or playwork qualification (desirable but not essential)

We offer:

- A welcoming and supportive school community
- A dedicated team of staff and wonderful children
- Opportunities for professional development and training
- A well-resourced environment to run creative and exciting wraparound provision

The Quinta Primary is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. *Applicants will be required to undertake pre-employment checks which will include References, Health, Right to Work in UK, and an Enhanced DBS.*

How to Apply:

For more information and to apply, please visit www.thequinta.cheshire.sch.uk for an application form or contact Mrs S Hoyle sbm@thequinta.cheshire.sch.uk. We will be happy to have a telephone conversation with you to answer any questions you may have. Please call the school office on 01260 221640 to arrange a phone call.

Closing Date: Sunday 22nd February at 12:00pm

Interviews: TBC

Please return the application form with a supporting letter to Mrs S Hoyle by email sbm@thequinta.cheshire.sch.uk, or post to The Quinta Primary School Ullswater Road Congleton Cheshire CW12 4LX.