**Coopers Lane Primary School- After School Club Manager**

**Salary – Scale 5, Spine Point 13 - 15**

**£27,021 - £28,005 (pro–rata, term time only)**

**The role**

Coopers Lane Primary School is a diverse inner city school with a strong commitment to inclusive practice and an excellent reputation for teaching and learning. We are a popular community school with high expectations for all of our children. Our school moto is All Different, All Equal, All Smiling and this really captures the heart of Coopers Lane. The school currently has three forms of entry.

In March 2017, Ofsted judged Coopers Lane to be a good school and highlighted the progress the school is making towards becoming outstanding. “***You set out clear expectations for enhancing the ambitions of pupils and improving their self -belief in what they can achieve*”**, Ofsted March 2017.

We are looking to recruit an After School Club Manager for the effective supervision of the school’s pupils during the time spent at the after school club. The contract will start in September 2021.

The ideal candidate will have previous experience working in a school setting along with some management experience. You will be responsible for the development and daily management of the after-school club ensuring it provides a safe, stimulating, and inclusive environment. The manager must be flexible and innovative in promoting the development, welfare and potential of all children. You will be required to manage the smooth running of the provision, maintaining high standards and quality throughout the club at all times. You will be responsible for the safeguarding of all children attending the club.

Part time 16.25 hours a week

3.25 hours a day from 3:00pm until 6:15pm Monday - Friday, term time only 38 weeks a year

**Location**

Coopers Lane Primary School

Pragnell Road

Grove Park

SE12 0LF

020 8857 7680

[info@cooperslane.lewisham.sch.uk](mailto:info@cooperslane.lewisham.sch.uk)

**What we are looking for**

The person we are looking for will need:

- Experience of working with children aged 4 – 11 years old.

- Ability to manage and lead a team.

- Ability to communicate at all levels.

- Ability to provide and facilitate safe, creative play.

- Ability to work under own initiative

- An appropriate childcare qualification

**Salary details**

Scale 5 – Spine point 13 - 15

£27,021 - £28,005

£10,514 - Actual annual salary for 16.25 hours a week, term time only

**Further information**

If you are interested in joining the team here at Coopers Lane, we would love to welcome you to our school so that you can experience first-hand what it is like to bepart of ourspecial community**.** Visits to the school are very welcome. Please contact the school office to make an appointment to view the school.

Coopers Lane Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an enhanced disclosure from the Disclosure and Barring service. The successful candidate will also be subject to an overseas criminal record, qualifications and reference checks.

Coopers Lane Primary School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation

CV’s will NOT be accepted as an application. References will be taken up before interview.

**Closing Date**

Closing date for completed application forms is Wednesday 14th July 2021

Interviews will be held during the week commencing 19th July 2021

Application form and all other relevant documents are available on our school website, in the Contact tab, under Vacancies.

[**www.cooperslane.lewisham.sch.uk**](http://www.cooperslane.lewisham.sch.uk)

Completed applications forms should be returned via the school office email [info@cooperslane.lewisham.sch.uk](mailto:info@cooperslane.lewisham.sch.uk)

**Please visit our website for further information about the school at** [**www.cooperslane.lewisham.sch.uk**](http://www.cooperslane.lewisham.sch.uk)