



## **Out of School Club Manager (OOSC)**

### **Holy Family Catholic Primary School**

***Where we live, work and pray together to be living examples of Christ within our community***

#### ***Faith Family Friendship***

Holy Family Catholic Primary School is seeking an exceptional individual to lead our much-loved Out of School Club - a vibrant, happy and nurturing club that extends our school day with care, creativity and fun.

This is more than a job. It is an opportunity to shape a provision that children can't wait to attend and parents trust wholeheartedly. The successful applicant must bring joy and energy to the roll and be committed to making our club 'the place to be' after a day in school.

#### **Working Pattern**

Term time only (38 weeks) plus 1 additional week

20 hours per week (2:45pm – 6:15pm, Monday–Friday)

Annual gross salary - £12,416.43 - £13,673.62

#### **The Role**

The Governing Body and Headteacher of Holy Family Catholic Primary School are seeking to appoint a committed, enthusiastic and well-organised Out of School Club Manager to lead our busy and successful provision.

This is an exciting opportunity to lead and develop high-quality wraparound childcare, ensuring a safe, engaging and inclusive environment for all children.

## **Purpose of the Role**

To lead, manage and develop the school's Out of School Club (wraparound provision), ensuring a safe, stimulating and high-quality environment in line with statutory requirements, DfE guidance, Wigan Council expectations and school policies.

This role supports the school's commitment to the expansion of high-quality wraparound childcare provision, ensuring provision is reliable, inclusive and meets the needs of families.

## **Key Responsibilities**

### **1. Leadership and Management**

- Lead the day-to-day operation of the Out of School Club provision
- Line manage and deploy club staff effectively (where applicable)
- Ensure staffing ratios meet EYFS and Ofsted requirements
- Contribute to the strategic development of wraparound care provision

### **2. Safeguarding and Welfare**

- Act as the named DSL for the Out of School Club, working in line with and under the direction of the school's Designated Safeguarding Lead (DSL)
- Ensure full compliance with Keeping Children Safe in Education (KCSIE) and school safeguarding policy
- Ensure all staff understand and follow KCSIE Part 1, including reporting procedures
- Maintain accurate safeguarding, accident and incident records
- Promote a culture of vigilance and child-centred practice
- Support safer recruitment practices, including appropriate pre-employment checks

### **3. Planning and Provision**

- Plan and deliver a programme of high-quality, inclusive and engaging activities
- Ensure activities meet the needs of children aged 4–11
- Promote positive behaviour in line with the school's behaviour policy
- Ensure resources are safe, appropriate and well maintained

#### **4. Health & Safety / Compliance**

- Ensure compliance with health and safety legislation and school procedures
- Carry out risk assessments for activities and environments
- Maintain registers, emergency contact details and medical information
- Ensure food hygiene standards are met (where applicable)

#### **5. Partnership Working**

- Build positive relationships with parents/carers, ensuring effective communication
- Liaise with school staff to support pupils' wellbeing and individual needs
- Contribute to the wider life of the school community

#### **6. Administration**

- Maintain accurate registers, attendance and booking systems
- Support income collection and reporting (as required)
- Ensure appropriate record keeping in line with GDPR

#### **We are seeking someone who:**

- Is committed to safeguarding and promoting the welfare of children
- Holds (or is willing to work towards) a Level 3 qualification in childcare/playwork
- Has experience of working with children aged 4–11
- Has high expectations for behaviour and attitudes
- Can provide engaging, creative and inclusive activities
- Is a strong communicator with excellent organisational skills
- Works effectively as part of a team
- Is committed to contributing to the Catholic ethos and wider life of the school

## **We can offer:**

- A warm, welcoming school with a strong Catholic ethos and family feel
- A supportive and collaborative Senior Leadership Team
- Happy, enthusiastic children who enjoy attending the club
- A dedicated, caring and inclusive staff team
- Supportive governors and parents
- A commitment to professional development and training, including safeguarding

## **Visits to School**

Visits are warmly encouraged. Please contact the school to arrange a visit and experience the welcoming environment at Holy Family.

## **Safeguarding Commitment**

Holy Family Catholic Primary School is fully committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will be required to:

- Undertake an enhanced DBS check with barred list clearance
- Provide satisfactory references
- Complete relevant safeguarding training, including DSL training where appropriate
- Complete Food Hygiene Training
- Demonstrate a commitment to accessing Out of School Club training including training offered by the local authority

In line with statutory guidance, the school will carry out an online search on shortlisted candidates as part of due diligence. This may identify publicly available information that will be explored at interview if appropriate.

Applicants who have lived or worked abroad should refer to guidance on obtaining Certificates of Good Character:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **Application Process**

Applications must be made using the **CES application form** (CVs will not be accepted).

Completed applications should be returned to:

**Mrs Clare Roberts**

Email: [enquiries@admin.boothstownhollyfamily.wigan.sch.uk](mailto:enquiries@admin.boothstownhollyfamily.wigan.sch.uk)

**Closing Date:** 3<sup>rd</sup> July at 12 Noon

**Shortlisting and Interviews:** Week beginning 6<sup>th</sup> July 2026

**Start Date:** 1<sup>st</sup> September 2026 (or earlier if agreed)