

Lickey Hills Primary School & Nursery

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Before and After School Club Manager

Required for September 2026

Salary: £31,537 FTE (Grade SC6)

Location: Lickey, Worcestershire

Contract type: Permanent

Hours: Monday to Friday 7:30 - 9a.m. and 3 - 6pm

About Us:

Lickey Hills Primary School and Nursery is a vibrant, nurturing and community-centred school set on the edge of the beautiful Lickey Hills. We are proud of our inclusive ethos, strong pastoral care and commitment to helping every child thrive academically, socially and emotionally. Our well-established wrap-around care provision plays an important role in supporting our families, offering a safe, welcoming and engaging environment beyond the school day. We are now seeking a dedicated and enthusiastic manager to lead this valued provision and help us continue delivering high-quality before- and after-school care.

About the Role

We are seeking an enthusiastic, organised and caring Before and After School Club Manager to join our friendly team at LHPSN.

Our wraparound provision provides a safe, welcoming and fun environment for children before and after the school day. The successful candidate will manage the day-to-day running of the club, lead a small team of playworkers, and ensure that all children are happy, engaged and well cared for.

Key Responsibilities

- Lead and supervise a small team of playworkers, ensuring high standards of care.
- Plan and deliver stimulating, age-appropriate activities for children aged 4–11.
- Maintain a safe, secure, and welcoming environment, following safeguarding and health & safety policies.
- Communicate effectively with parents, carers, and school staff.
- Manage bookings, registers, payments, and day-to-day administration efficiently.
- Oversee the provision of healthy snacks and encourage good eating habits.
- Monitor resources and equipment, ensuring the club is well-equipped and organised.
- Ensure compliance with Ofsted and school policies, including EYFS requirements where applicable.

We are seeing someone who is:

- Caring and Approachable – someone who builds positive relationships with children, parents, and staff.
- Organised and Reliable – able to manage the daily running of the club, keep accurate records, and meet deadlines.
- Enthusiastic and Creative – passionate about providing fun, engaging, and stimulating activities for children.
- Confident Leader – able to supervise and motivate a small team, providing guidance and support.
- Flexible and Adaptable – able to respond to the changing needs of children and the school environment.
- Committed to Safeguarding – vigilant and knowledgeable about child protection policies and procedures.
- Team Player – works well with school staff and contributes to a positive, collaborative environment.

We Offer:

- A successful and thriving primary school with a cohesive team of staff, pupils and governors who exemplify our school values
- The opportunity to be part of a quality first and aspirational setting with high aspiration expectations for all pupils.
- The opportunity to work within a warm, caring and supportive team with a commitment to supporting your needs.
- The opportunity for professional development following a robust induction and the on-going support and guidance of the senior leadership team and the opportunity to learn from the expertise of a dedicated staff team.

Please visit the school website for more information about our school www.lickeyhills.worcs.sch.uk

If you have any questions or would like to visit the school please contact Lucy Trelfer, School Business Manager via email office@lickeyhills.worcs.sch.uk or on 0121 445 1992 for an appointment.

Closing date: Thursday 2nd July

Interviews: Friday 10th July

Person Specification: Before and After school club manager

Essential	Desirable
Qualifications & Training	
Level 3 qualification in Childcare, Playwork, or equivalent	Level 4 qualification in Playwork or Early Years Leadership
Paediatric First Aid certificate (or willingness to complete)	Food Hygiene certificate
GCSEs (or equivalent) in English and Maths	Up-to-date Safeguarding/Child Protection training
	Health & Safety training
Experience	
Experience working with children aged 4–11 in a childcare, play, or school setting	Experience managing a small team in a childcare or educational setting
Planning and delivering age-appropriate activities	Experience supporting children with special educational needs (SEND)
Knowledge of safeguarding, health & safety, and Ofsted/EYFS requirements	Experience managing administrative systems (registers, bookings, payments)
Skills & Attributes	
Experience managing administrative systems (registers, bookings, payments)	Ability to use IT for planning, communication, and administration
Organised, reliable, and able to manage time effectively	Creativity in designing stimulating activities
Confident leader and team player	Strong communication and interpersonal skills with parents and staff
Flexible and adaptable to changing needs	Ability to work independently and use initiative

Committed to maintaining a safe, inclusive, and nurturing environment	Understanding of child development principles
Personal Qualities	
Passionate about providing high-quality childcare and play opportunities	
Positive, enthusiastic, and motivated	
Professional, approachable, and a good role model for children	
Ability to build strong relationships with children, parents, and colleagues	
Committed to continuous professional development	