

# Godinton Primary School



**After School Club  
Manager**

**Candidate Information Pack**

# After School Club Manager

Year Group – All year groups from reception through to year 6

Start Date – Term 2 (3rd November 2025)

Applications – To be made via Kent Teach

Closing Date – 19th September 2025

Interviews – Date to be confirmed



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**Headteacher Welcome** – Thank you for your interest in our vacancy.

We know that moving to a new job can be a daunting prospect so we hope this information pack will give you a taste of what life is like at Godinton and an insight into the things that are important to us.

Our school has grown in size over the past 40 years and now serves as a two form entry primary school for the surrounding area. Our grounds are amazing, with plenty of field space for outdoor learning – we even have our own woodland which is perfect for Forest School. Although we are not a swanky new build with modern features to boast, we love our school and take great pride in ensuring it is well kept and maintained to provide an environment,

which allows all within it to thrive and grow. It is full of amazing children with an eagerness to learn and fabulous teachers and support staff who encourage them to do so and support them in all aspects of their development.

So, when you step inside our school, you will find an exciting environment of creativity and discovery, where children's natural curiosity is stimulated and their capacity to learn is nurtured. We are very proud of our ethos, which provides a supportive, family atmosphere with an emphasis on ensuring that our children are happy and confident individuals who love coming to school.

At Godinton Primary School, our team works hard to provide every child with a well-rounded education, enabling them to reach their full potential and succeed wherever their strengths and skills may lie. We strive for academic excellence in our pupils but believe that this should be delivered alongside an enriching, fun and creative curriculum.

All members of our team are very much valued at Godinton. Whatever their role, they have a vital part to play in our school and do so with lots of smiles and laughter.

I am very proud to be the headteacher of this truly special school. If you like our ethos and would like to be part of a brilliant and caring team, then please do apply to join the Godinton family. Jill Talbot, Headteacher.

# Staff Wellbeing

Working in any school is tough, there are many pressures and demands placed upon staff and with growing pupil need and not always the funding to support this, the challenges are growing – we get it! That is why the Senior Management Team, along with a supportive Governing Body are so committed to the wellbeing of the team.

We care about our staff and aim to promote a happy, supportive and caring atmosphere.

Some of the ways we do this are:

⇒ We are committed to the DfE Well-Being Charter

⇒ We have a Wellbeing Policy which includes (and lots more):

- A Wellbeing Day each year for all staff

- Free Flu Vaccinations for all staff

- Free Eye Tests (dependent on job role)

- Two Wellbeing Weeks each year (no clubs, no meetings – just an early finish)

- Support Line offering 7 face to face counselling sessions

- Access to Kent Rewards

- Free Lunch for staff involved in parents evenings or other events that have a later finish

⇒ We are fully aware of our obligations to support Flexible Working and already offer this in a number of ways, such as, though job share positions for some of our teaching staff, part of PPA days can be worked at home. Some support staff are able to work their contracted hours over 4 days to allow for a day off during the week.



- ⇒ A supportive induction process which will ensure you have all the necessary knowledge to begin your career with us.
- ⇒ Staff breakfast treats
- ⇒ Recognition of staff birthdays.
- ⇒ Surprise gifts will occasionally await you to celebrate the start of a new term or to reward your dedication and commitment at the end of a term.



# Pupil Wellbeing

Positive pupil mental health and wellbeing is at the heart of everything we do.

Our supportive and caring school ethos and our clear set of values where kindness and respect are valued, helps children to feel emotionally safe.

We do this by:

- ⇒ Helping children to understand their emotions and feelings better
- ⇒ Helping children feel comfortable sharing any concerns or worries
- ⇒ Helping children socially to form and maintain relationships
- ⇒ Promoting a positive self-esteem and ensure that all our children know that they are important and feel proud of their achievements
- ⇒ Encouraging children to be confident and 'dare to be different'

We promote pupil voice and opportunities to participate in decision-making, we do this through our Mini Management Team, House Captains, Kindness Ambassadors, Sports Leaders and through discussions with the Headteacher at tea parties.

We have safe spaces in school dedicated to the promotion of positive wellbeing. Our 'Den' offers a wonderful space for time to be spent with our pastoral teaching assistant as does our Nurture room where children can visit the fish, and take part in a number of activities from cooking to gardening.

We are very proud to have the National Nurturing Schools Award (NSSA)



We also have trained staff in the following areas:

- ⇒ Rainbows Bereavement Co-ordinator
- ⇒ Emotional Learning Support Assistant (ELSA)

We support mental health and wellbeing in a vast number of ways, by raising awareness during assemblies and having open discussions during lessons. Classrooms are a safe space and interventions are used, such as worry boxes/worry monsters and circle time. We have the Godinton Superheroes where our staff will offer a regular light touch support approach to some of our vulnerable children.



# Safeguarding

The Trust 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 subject to an enhanced DBS Disclosure, satisfactory references and 'pre-employment health screening'.

In accordance with Keeping Children Safe in Education (latest version) you will find the following links to our Child Protection (Safeguarding) Policy and Recruitment and Employment of Ex Offenders.

<https://godinton.kent.sch.uk/media/8153/child-protection-safeguarding-policy-2024-25.pdf>

<https://godinton.kent.sch.uk/media/8164/recruitment-and-employment-of-ex-offenders-policy-2024.pdf>

All applicants shortlisted for interview are required to complete a self disclosure form and will be subject to an online search (this does not form part of the shortlisting process itself). All candidates will have the opportunity to address any issues of concern resulting from the search.



# Our Lovely School





Our Lovely



School





## Godinton Primary School

### Job Description

**POST** After School Club Manager

**RESPONSIBLE TO:** Headteacher

#### **JOB SUMMARY:**

To take the lead in providing a safe after school club for the children of those parents who require it, operating on the school site from the mobile and meeting all requirements and guidelines relating to nutrition and catering. Supervise activities at all times and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the after school club, having regard to special or additional needs. Report incidents in line with the school's policy.

#### **Main Duties:**

##### **Indoor:**

1. To run a supervised after school club from 15:20– 18:00 each weekday during school terms (with the possibility of holiday clubs or day events during school holidays)
2. Ensure that all parents/carers requesting a place for their child have completed the enrolment form
3. Check and respond to all emails received in the after school club email address
4. Raise invoices promptly at the start of every term and ensure that payments are made on time. Ensure that registers are maintained appropriately, complete daily checks to ensure no accounts fall into arrears, make contact immediately with parents/carers if this is the case and advise **SMT** of any concerns with payments
5. In liaison with the School Business Manager, process payments through Arbor

6. Take responsibility for placing the on-line food shop and arranging a suitable delivery time ensuring that the order is sufficient to cater for need.
7. Take responsibility for the after school club mobile phone, answering calls and responding to messages left.
8. Take a daily register of all pupils in attendance at the club, follow up on any non-attendance of a child expected to be present
9. Ensure that any safeguarding concerns are dealt with in line with school policy by all members of your team
10. Ensure the after school mobile is set up ready for the arrival of pupils each day and cleared away and tidy before you leave
11. To establish good professional relationships and rapport with pupils and manage behavior appropriately, in line with the school Behavior Policy
12. Help clean and maintain high standards of hygiene and cleanliness in the mobile and mobile toilets
13. To have good working knowledge of EYFS and implement this in order to support our youngest children
14. Arrange collection of children from their classrooms depending on year group or be ready to support and greet pupils making their own way to the club
15. Coordinate the preparation of snacks, encouraging the pupils to make good choices and show independence with their own involvement in this
16. To be fully aware of any allergies of any children attending the club and follow the guidance on any medical needs held on Arbor. To ensure that dietary needs and allergies are catered for in the food provided to the children
17. Prepare written plans that demonstrate a planned constructive programme for the children during the opening hours of the club to include both structured and unstructured activities that address intellectual and emotional needs of all the children who attend
18. Manage staff rotas to ensure that activities are appropriately supported and all tasks appropriately completed



19. To provide overall coordination of activity planning and preparation within the team and provide guidance for the team on how to support engagement from the children
20. Encourage the children in developing their play and broadening their experiences
21. Help children with their activity, sometimes joining in with them and to encourage them in outside and sporting activities and, to join in
22. Ensure each child goes home with the person who is designated to collect them
23. Build positive and professional relationships with parents and carers
24. Ensure that no adult visiting the after school club is left unattended with the children who hasn't been subject to a DBS check
25. Attend any training, including food hygiene, first aid and safeguarding courses
26. Take a lead at any team meetings and take minutes to be shared with SMT
27. Carry out performance target setting and review meetings for staff who only have a role at the after school club
28. To provide first aid as and when required

### Additional Duties

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.
2. Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

3. Contribute to the overall ethos, work, and aims to the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also participate in staff meetings and training days/events as requested.
4. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with the post.

Signed: \_\_\_\_\_

POSTHOLDER

Date:

Signed: \_\_\_\_\_

HEADTEACHER


Date:



## Godinton Primary School

### Person Specification – After School Club Manager

	Essential	Desirable	Evidenced through
Qualifications	GCSE Grade C+ or equivalent in English and Maths	Evidence of additional training in supporting children in an educational setting  First Aid qualification	Certificates



	Essential	Desirable	Evidenced through
Skills & Experience	<p>Experience in a school environment</p> <p>Experience of working with pupils with Special Educational Needs</p>	<p>Experience of other managerial/leadership position</p>	<p>Application Form</p>

## Communication

### Essential

Ability to use clear language to communicate information and instructions

Ability to listen effectively


Overcome communication barriers with children and adults

Ability to negotiate effectively with children

### Desirable

### Evidenced through





	Essential	Desirable	Evidenced through
Working with Children	<p>Understand and implement the school's behaviour policy</p> <p>Ability to understand and support children with developmental difficulty or disability</p> <p>Can show understanding to the needs of the pupils</p> <p>Understand and support physical and emotional wellbeing</p>		

## Working with Others

### Essential

Ability to make a proactive contribution to the school team

Work effectively with a range of adults

Understand and value the role of parents and carers in supporting children

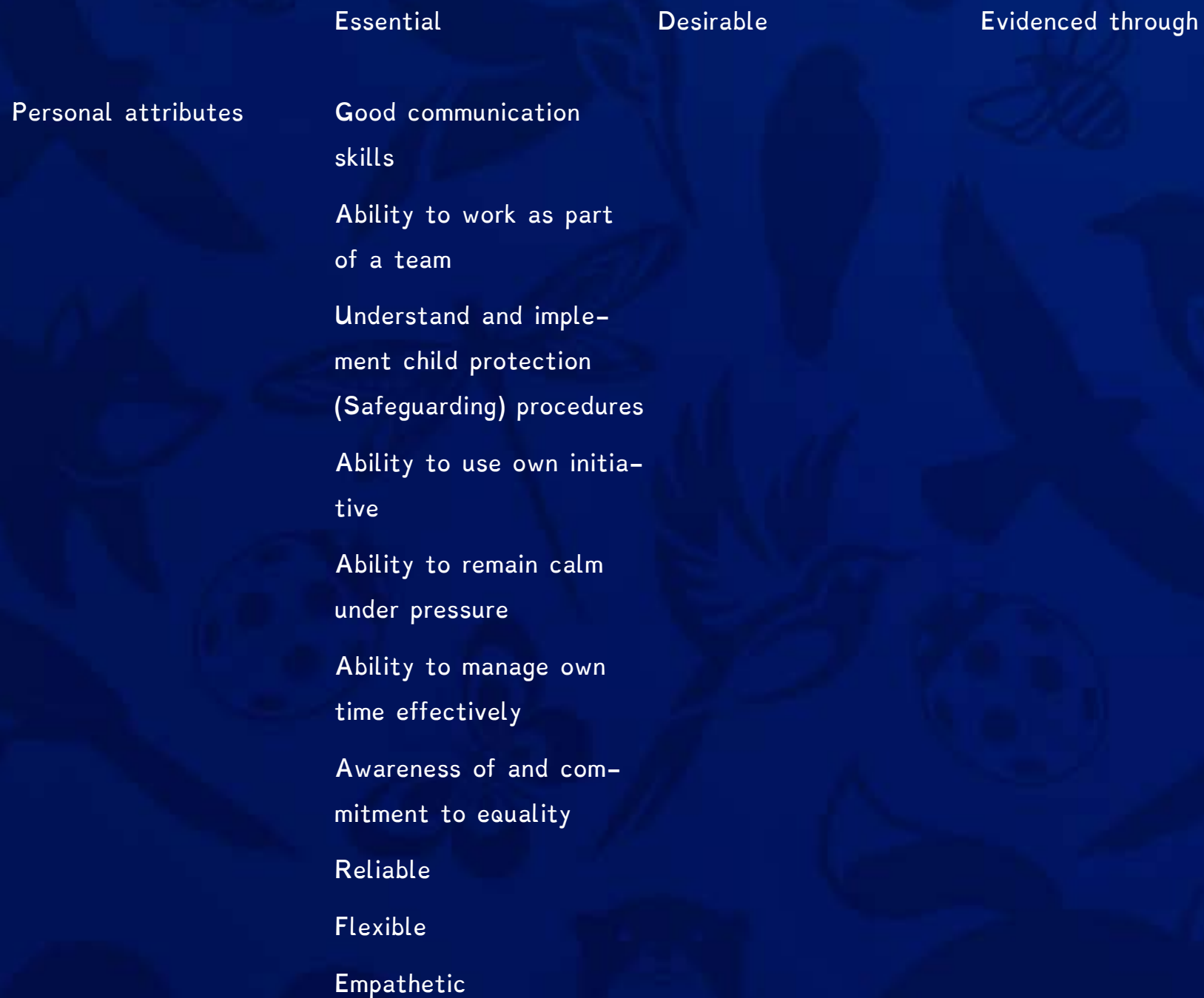
Ability to establish rapport and respectful and trusting relationships with children and other adults

Know when, how and with whom to share information

Ability to follow instructions accurately

### Desirable

### Evidenced through



	Essential	Desirable	Evidenced through
Personal attributes	<p>Good communication skills</p> <p>Ability to work as part of a team</p> <p>Understand and implement child protection (Safeguarding) procedures</p> <p>Ability to use own initiative</p> <p>Ability to remain calm under pressure</p> <p>Ability to manage own time effectively</p> <p>Awareness of and commitment to equality</p> <p>Reliable</p> <p>Flexible</p> <p>Empathetic</p>		



# What our colleagues say about working at Godinton Primary School, past and present

- ◇ I joined the Godinton team in 2012. I was only supposed to be here for a year! The advert detailed the wonderful family feel of the school – I thought it's too big to feel like a family. How wrong I was, I felt warmth and support from the moment I walked through the door, from everybody. Hence I'm still here!
- ◇ I would definitely recommend Godinton as a place to work, staff are well supported and kept up to date on all areas of school life.
- ◇ I love that staff are listened to, I understand that not every request can be granted or that there is a fix for every problem. The open door policy however, allows you to share concerns and if changes can be made, they are. I have never felt that I can't speak up.
- ◇ My colleagues are brilliant, they are supportive and always happy to help.
- ◇ The children really are at the heart of everything the school does and the whole team strive to ensure that their primary school years are some of the very best of their lives.
- ◇ The team are amazing! We all work hard together, we laugh together, we've shed a tear together. I've not experienced such a great bunch of colleagues in any other school.



Thank you for your interest in our school and vacancy, if you have any questions, do please contact Claire Williams  
our School Business Manager