

Job Description

School: Swingate Primary School
Job Title: Deputy Breakfast & After School Club Manager
Responsible to: Headteacher

Purpose of the Role

To support the Breakfast & After School Club Manager in providing a safe, welcoming, and stimulating environment where pupils can enjoy healthy snacks and engage in a variety of educational and play-based activities at the beginning and end of the school day.

Role Summary

To assist in the day-to-day running of the Breakfast & After School Club, ensuring high-quality care and engaging opportunities for children in line with the school's policies and procedures. The role includes supporting the Club Manager, leading sessions in their absence, and maintaining strong relationships with children, parents, staff, and external agencies.

Main Responsibilities

- Support the daily operations of the Breakfast & After School Club, ensuring smooth and efficient delivery.
- Provide a safe, caring, and engaging environment for children aged 4–11.
- Help set up and pack away resources and equipment before and after each session.
- Assist in planning and delivering a range of creative, physical, and educational activities.
- Promote positive behaviour and social interaction among children.
- Liaise with school staff and external agencies to support children's wellbeing and development.
- Maintain regular communication with parents/carers, addressing any concerns or feedback.
- Support the Club Manager in monitoring and evaluating the club's provision and development.
- Ensure compliance with relevant legislation, including the EYFS Statutory Framework where applicable.
- Promote healthy eating and support children in developing good social and life skills.

Staff Support

- Assist in leading and supporting a team of playworkers and volunteers.
- Help organise staff rotas and ensure adequate cover when needed.
- Support with staff inductions and contribute to team meetings.
- Promote a positive and collaborative team culture.
- Ensure all staff follow school policies and procedures.

Safeguarding

- Ensure the safety and wellbeing of all children at all times.
- Follow the school's safeguarding and child protection policies rigorously.
- Maintain up-to-date knowledge of safeguarding procedures and attend relevant training.
- Report any concerns promptly to the Designated Safeguarding Lead (DSL).

Person Specification**Key Skills and Competencies**

- Supportive and proactive team player
- Energetic, patient, and caring
- Child-centred and approachable
- Strong communicator with children, staff, and parents
- Organised and able to multitask
- Confident in taking initiative and stepping into leadership when required
- Experience supporting Ofsted inspections (desirable)
- Comfortable with IT and administrative tasks

Desirable Qualifications and Requirements

- Valid Enhanced DBS check
- Valid Paediatric First Aid certificate
- DSL training (desirable)
- Knowledge of the EYFS curriculum (desirable)
- Minimum of 1–2 years' experience working with children aged 4–11
- Excellent written and spoken English
- Experience supporting administrative tasks such as registers and snack planning

All posts are covered by the Childcare Act 2006 and are subject to satisfactory enhanced DBS disclosure and reference checks.