



HOLLYDALE PRIMARY SCHOOL.

'Working together to be the best that we can be'

Part-time Extended Services Manager for Break and After-School Clubs
5 hours per week in Breakfast Club (8 am – 9 am) and 15 hours per week in
After School Club - 39 weeks per year Term Time Only

1 Year Fixed Term Contract

Grade 6 spine point 9-19- £32,907-38,070

(actual pro-rata salary £15,800 - £18,278)

We are seeking an enthusiastic, committed staff to share in our vision. A key role in improving outcomes for our children.

Extended Services that supports children attending our breakfast club and our afterschool provision at Hollydale Primary School. A passion for working with children and the ability to maintain a fun, happy and secure environment is essential.

Job summary: To provide day-to-day management, quality childcare provision and supervise support staff in Extended Services which includes Breakfast Club, After School Club and Holiday Scheme.

You are required to hold a relevant NVQ3 qualification and have experience working with children in the 3 -11 years age range.

Hours: 20 hours per week (term time only) – Breakfast club 8.00 am – 9.00 am and Extended Day 3.00 pm to 6.00 pm Monday to Friday.

Main duties include:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children.
- Providing support and supervision to playworkers and volunteers.
- Setting up the play space including moving furniture and play equipment.
- Providing food and refreshment and ensuring that hygiene and health and safety standards are met.
- Administering first aid where necessary.
- Consulting with children and involving them in planning activities.
 - Holding staff meeting and conducting regular reviews and appraisals for staff.
- Administration and record keeping, including staff and child records, financial records, ordering and purchasing and working within an agreed budget,

- Developing and maintaining good communication with all members of the community including parents/carers, children, Extended Services Manager, Headteacher and other organisations.
- Undertaking appropriate and relevant training.
- Monitoring and maintain a health, safety and secure environment.
- Working within the framework of Albion Primary School's policy and procedures and the Early Years Foundation Stage.

Essential qualities:

- Appropriate Level 3 qualification in Playworker, Childcare, or equivalent or willing to undergo training
- Experience working with 3-11-year olds
- Proven leadership skills
- Excellent communication skills
- At least two years' experience of working within a childcare setting
- Experience of budgeting
- Competent in using IT to support play and club administration
- Appropriate child protection training
- Current First Aid certificate and Food Hygiene certificate
- An understanding of Safeguarding

Hollydale Primary School is a popular 1 form entry school located in South-East London. Extended Services is a happy, inclusive and creative place to be where children are cared for and participate in many exciting activities.

We offer:

- Well behaved children who have a love of learning at our school
- A friendly and supportive team with high morale who all champion children's well-being
- A very well resources and attractive environment
- A strong ethos of high expectations and challenge for the whole community
- Excellent professional development and career enhancement opportunities
- Excellent induction and a support programme for all staff new to the school
- A chance to work in a diverse, inclusive and vibrant community with excellent transport links

If you would like any more information, please do not hesitate to contact the School Office on 0207 639 2562 to arrange an appointment or telephone conversation.

Closing date: Wednesday 17th June 2026

Application packs are available to download from this advert, by email or from our website.