



Out of School Club Manager - Job Description

OVERVIEW

- **Title:** Out of School Club Manager
- **Job Summary:** To lead the day-to-day operation of the Out of School Club, ensuring the delivery of high-quality, safe and engaging childcare whilst maintaining compliance with the Club's policies, procedures and statutory requirements.
- **Responsible to:** The Directors.
- **Responsible for:** Play leaders/Play workers/Volunteers and children attending the Club.
- **Location:** St. Mary's CVA, Horsforth
- **Hours:** 28hrs per week (39 weeks per year)
Monday, Thursday & Friday: 7am – 9am & 3pm – 6pm (Term time)
Tuesday & Wednesday: 7am – 9am & 2:30pm – 6pm (Term time)
Plus 2hrs administration (off site) per week.
Plus 4hrs during each school holiday to prepare planning for the following half term.
- **Contract type:** Permanent (Subject to a satisfactory probation period)
- **Salary:** £15 per hour (equivalent annual salary £18,400 including holiday pay).

ABOUT US

At Dawn 'Til Dusk, we pride ourselves on providing a safe, welcoming and engaging environment where children can relax, play and thrive before and after school. We are looking for an enthusiastic, organised and caring manager who shares our values and can lead our dedicated team in delivering exceptional childcare.



MAIN DUTIES INCLUDE:

- Lead, support and inspire the staff team, promoting high standards of childcare and positive teamwork.
- Lead regular team meetings, supervisions and annual appraisals to support staff development and performance.
- Support the recruitment, induction and ongoing development of staff.
- Maintain effective communication with the Directors, ensuring the smooth day-to-day operation of the Club.
- Act as the Designated Safeguarding Lead (or Deputy DSL if appropriate), ensuring safeguarding concerns are recorded and reported in accordance with Club policies and statutory guidance.
- Plan, preparing and delivering quality play opportunities within a safe and caring environment.
- Plan engaging activities and next steps for children's learning, working collaboratively with colleagues to promote a positive, welcoming environment that reflects the Club's ethos.
- Work alongside the staff team to provide high-quality childcare for children aged 4–11 years, making use of both indoor and outdoor spaces as appropriate.
- Ensure children of all ages play safely and happily together, promoting inclusive practice and supporting children with additional needs.
- Develop positive working relationships with children, parents, colleagues and external professionals.
- Contribute ideas for activities and planning, using initiative to continually enhance the children's experience.
- Provide refreshments and ensure that hygiene, health and safety standards are maintained.
- Set up the play space, including moving furniture and play equipment.
- Administer first aid and respond appropriately to accidents, incidents and medical emergencies.
- Maintain administration and records, including staff and child records, ordering and purchasing, whilst working within an agreed budget.
- Ensure all statutory records, policies and procedures are maintained in accordance with Ofsted requirements.
- Work within the framework of the Club's policies and procedures and the Early Years Foundation Stage (EYFS), where applicable.
- Undertake any additional duties necessary to ensure the smooth running of the Before & After School Club and the continuity of care for all children.



PERSON SPECIFICATION:

Essential Qualities	Desirable Qualities
• An appropriate Level 3 qualification • Experience of working in a management or supervisory capacity • At least 3 years' experience of working in a childcare setting • Experience of working in a play-based setting • Experience of working with 5-11yr olds • Ability to demonstrate excellent leadership skills • Excellent communication skills • Appropriate child protection training • Experience of administration • Ability to work on own initiative, using good judgment and common sense.	• Experience of budgeting • Ability to use IT based resources to support play and club administration. • Current First Aid certificate • Current Food Hygiene certificate • Current driving license and own car.

We welcome informal enquiries before application. If you'd like to find out more about the role, please contact the Directors at:

info@dawntilduskco.uk

To apply for the position, please use the following link to complete the application form:

[APPLICATION FORM](#)

Applications close 10th July 2026

Interviews to be held w/c 13th July 2026