

Dear Applicant

**Application for Kidsclub Manager**

Thank you for your interest in this post. The following information (which is available on the greater job website) should to assist you with your application:

· Job description  
· Personnel specification

Your application will be considered as soon as possible after the closing date, which is noon on Monday 1st July. Interviews will be held on Wednesday 3rd July. If you have not received an invitation for interview by 6:00pm on Monday 1st July, please assume that on this occasion your application has been unsuccessful.

The school runs its own extended services club – which we call ‘Kidsclub’ it compromises of a before school club , after school club and holiday club. This means that school now offers extended services for 46 weeks of the year. These clubs are very popular with significant numbers of children attending Kidsclub.

The Before school club runs from 7:50 – 8:55am (Monday- Friday) when school starts. Our After school club runs from 3:30 – 6:00pm (Monday – Friday).

The Holiday club currently runs from 8:30am – 5:30pm Monday to Friday

It offers holiday provision for:

1 week at October half term  
1 week at February half term  
1 week at Easter  
2 weeks at Whit  
3 weeks in the summer.

There are sport activities led by our specialist sports coach but we would like you to get involved in other activities at our Kidsclub such as arts and crafts, cooking, drama & music, games etc. I know that any other ideas you may have would be very welcomed!

**Hours of Work**

You will have a permanent, annualised hours contract.

Breakfast & After School Club: 27.5 hours per week, 38 weeks per year (term time)

Includes membership of Local Government Pension Scheme

During Term Time your hours of work will be:

Before Club Hours: 7:30 – 9:30 Monday – Friday  
After School Club Hours: 14:30 – 18:00 Monday – Friday

There is the option for you to work in the holiday club if you would like to supplement your salary further.

Please see the job description for more details about this role.

I hope that the information given is clear enough. If you have any further questions please do not hesitate to get in touch.

If this sounds like the career move for you, I look forward to receiving your application.

Best wishes,

Claire Walmsley

Headteacher