



The Governing Body of Overchurch Infant School wish to appoint a hardworking, enthusiastic and flexible Before and After School Club Manager to lead and manage a team of before and after school play workers in our new wrap around provision.

The successful applicant should have recent successful experience of working with children aged 3 to 11 and an understanding of delivering high quality childcare and behaviour management. They must have the ability to manage staff, the environment, resources, food preparation, documentation and communication to ensure high quality provision for all.

For a full list of duties and skills required see the job description and person specification (M23) attached. This is a permanent position starting from Monday 17th March 2025. The school based hours will be 7:15am - 9:30am and from 2.45 - 6:15pm. 33 hrs per week. Monday to Friday term time only. The additional hours are for cleaning, shopping and administrative tasks.

If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you.

This post is subject to an Enhanced Level DBS check.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, as part of our pre-employment due diligence, we may undertake general online searches for all shortlisted candidates. This will include social media websites and video platforms. Online searches will only examine data that is publicly available. All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

Please complete the application form, including a supporting letter detailing how you meet at least the essential criteria, on no more than 2 sides of A4.

Please return the completed application form with a supporting letter to the Headteacher Mr Steve Elliott, Overchurch Infant School, Moreton Road, Upton, CH49 4NS or via the school office email address schooloffice@overchurch.infant.wirral.sch.uk

Closing Date: Wednesday 5th February 12pm

Interviews will take place week commencing: Monday 10th February