

Out-Of-School Club Manager

- **Employer:** Wirral School
- **Salary:** £20,500 to £24,000
- **Location:**
- **Contract:** Permanent
- **Working Pattern:** Part Time
- **Hours:** 25-30 hours per week. 38 weeks per year.
- **DBS Check:** Enhanced
- **Closing Date:** 27/03/2026 at 12:00
- **Reference:** SCH/26/332930

We are seeking an inspiring Out-of-School Club Manager to lead our well-established Breakfast and After School Club provision at Town Lane Infant School, Higher Bebington, this is due to our current manager retiring at the end of the summer term.

This is an exciting leadership role that provides the opportunity to make a real difference in a vibrant school community and shape a provision that supports children to thrive beyond the school day.

You will join an established, committed and caring team. Initially you will have the chance to work alongside the current Manager to be fully supported in the handover of the role until you are feeling confident. Our parent community consistently praises the quality of our provision, as a place where are supported by the team, who genuinely care about their wellbeing, development and happiness.

We are looking for someone who:

- Is an enthusiastic, motivated leader with a passion for creating incredible play experiences for children
- Is committed to providing a nurturing, safe and inclusive environment
- Understands safeguarding, EYFS and regulatory requirements
- Is an effective leader with strong organisational skills and a desire to manage a high-quality provision
- Can confidently manage people in a positive and engaging manner

You will need to have a minimum of 2 years relevant childcare or education experience and hold a full and relevant qualification at Level 3 or above that is included in the Early Years Qualifications List. Our current Managers have had roles as Playworkers, Nursery Practitioners, Deputy Managers, Teachers and Teaching Assistants prior to joining us.

About the Role:

As Club Manager of our largest setting, you will lead and manage the overall quality of provision, ensuring children enjoy stimulating, engaging and high-quality play opportunities within an inclusive, safe and free choice environment.

Our hours of opening are currently 7.45am to 9.00am and 3.00pm to 5.30pm. Monday to Friday, term time only. You will also be paid for noncontact hours for setting up, communicating with parents, planning, payments, registers, training and shopping.

You will be responsible for:

Leadership & Quality of Provision

- Coordinating the planning, delivering a programme of highquality play opportunities
- Leading, motivating and developing the out of school club team
- Implementing Safeguarding and Health & Safety policies and procedures
- Ensuring the relevant areas of EYFS for Out of School Clubs are fully implemented
- Most importantly focussed on doing what's best for children and the families we support.

Staff & Operational Management

- Managing staff and volunteers, including induction, training, supervision and allocation of duties
- Maintaining registers and child records
- Sending invoices and managing payments
- Shopping for food for our healthy breakfasts and snacks
- Communicating effectively and building positive relationships with parents/carers, our host school and wider school community

What we can offer:

The position is term time only, 38 weeks per year. If you would like to work within our Holiday Club to make this an all-year-round position, this can be arranged and the salary amended accordingly.

You will be supported in your role by our Registered Person, Operations Manager and Finance Manager along with ideas and knowledge from our 6 Firbobs setting managers.

We are focused on making Firbobs a great place to work; happy team members make the place somewhere children want to be and able to reach their potential whilst having fun.

You will have access to a significant budget for resources to meet the needs of the children and to engage and entertain them.

We anticipate that the starting salary for our new Manager (Term Time only) will be £20,500 - £24,000 (actual salary not prorated) dependent upon skills and experience.

The role is an average of 25 to 30 hours per week.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. In line with our Safer Recruitment practises all positions are subject to two suitable references and an enhanced DBS check.

To apply, complete the application form and send to firbobs@hotmail.com along with a covering letter outlining your suitability for the role.

If you have any questions at all about the role please get in touch via the email above.