

NEWHALL PARK PRIMARY SCHOOL

Newhall Road, Bierley, Bradford, BD4 6AF

Telephone: 01274 778577 Email: office@newhallpark.bradford.sch.uk

www.newhallparkprimary.net

Headteacher: Karren El Kheir

Job Description

Post Title: After School Care Manager

Band 8, SCP 17 - 22

Hours: 15 hours per week

Introduction:

The following Information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Newhall Park Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
4. Newhall Park Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the Post

- Manage, supervise and support care club staff to ensure a high level of service for the children
- Understanding of safeguarding and relevant regulatory standards eg Ofsted
- Attend and participate in meetings with the Headteacher and School Business Leaders to ensure the smooth running of the club
- Ensure awareness and knowledge of school policies/procedures to appropriately manage after school care staff
- Create a stimulating, clean and safe environment, including the outdoor area. Create a detailed, weekly plan of play activities which are appropriate, varied and enjoyable, to support the development of children's skills and experiences



- Monitor and evaluate children's responses to activities through observation evaluating and adjusting activities, as appropriate to meet the needs of the children
- Ensure that children's contact details are up to date and key information is passed to after school care staff
- Ensure appropriate equipment and resources are available and in good condition
- Working within the agreed budget, order appropriate supplies as necessary
- Maintain appropriate hygiene standards complying with Food Handling regulations

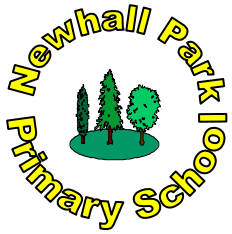
General Duties

- Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities
- Assist with the promotion and publicising of the club
- Be aware of the timetable of activities and identify the expected tasks required
- Assist with the setting-up of the club each day
- Assist with the preparation and serving of food as appropriate
- Help to create a welcoming and supportive environment for the pupils attending the club
- Be responsible for the management of the behaviour of pupils attending the club
- Assist with the tidying of the venue after use and ensure the secure storage of resources and equipment used
- Be responsible for administering and maintaining a registration or signing in system
- Support the aims and ethos of the school
- Set a good example in terms of punctuality, behaviour and attendance.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person
- Support the development of pupils with special educational needs and/or disabilities
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required

Special Conditions of Service

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead.
- To act in accordance with GDPR principles and maintain confidentiality at all times e.g. access to staff/student/parent and carers' files.
- Accept and commit to the principles underlying the school's Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

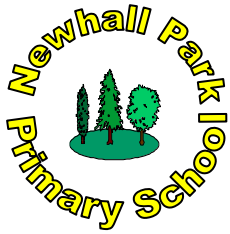




Personnel Specification - After School Care Club Manager

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		A/I
Relevant Child Care qualification (or equivalent) NVQ Level 3	E	
Experience		A/I/R
Experience of working with or caring for children of relevant age	E	
Knowledge/skills/abilities		A/I/R
Ability to relate well to children	E	
Ability to keep records and undertake necessary administration	E	
Ability to work as part of a team	E	
Ability to manage resources	E	
Good communication skills (oral and written)	E	
Good numeracy and literacy skills	E	





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Headteacher: Karren El Kheir

After School Care Club Manager

Start date – 1 September 2026

Permanent

15 hours per week – 2.45 pm – 5.45 pm

Band 8 SCP 17 - 22 Actual salary £10,590 – £11,503

We are seeking to appoint a highly motivated, reliable, enthusiastic and flexible individual to manage, supervise and support our after school care club to ensure a high level of service for the children.

The role will be to deliver an engaging daily programme of activities which will include monitoring and reporting on their effectiveness, developing strong relationships with parents, as well as leading and motivating a team of Care Club Assistants.

Our ideal candidate will:

- Hold an NVQ Level 3 or equivalent
- Strong communication, leadership, and organisation skills
- Have previous experience working with children
- Have an understanding of OFSTED requirements
- Be inspirational, bringing fun and creativeness to the team
- Be able to relate and engage with children aged between 5 - 11 years
- Be a people person with good communication skills
- Be reliable, motivated, innovative, adaptable and enthusiastic in all aspect of their work
- Demonstrate excellent interpersonal skills and an ability to communicate effectively with a range of people, including parents/carers, pupils, visitors and staff.
- Ability and desire to model and demonstrate our values

Visits to the school are warmly welcomed by arrangement. Please contact the office on 01274 778577 or via email: office@newhallpark.bradford.sch.uk

An application pack can be downloaded from the schools website www.newhallparkprimary.net. Completed applications to be returned to office@newhallpark.bradford.sch.uk

Closing Date: Tuesday 19 May 2026 at noon

Shortlisting: Tuesday 19 May 2026 - pm

Tasks/Interviews: Thursday 4 June 2026

We are committed to safeguarding and promoting the welfare of children.

Request for references will be made before the interview date.

All posts are subject to an enhanced DBS check.

Proof of eligibility to work in the UK will be required.

Please note: CV's are not accepted for this post.





Under UK data protection law, individuals have a right to be informed about how the school uses any personal data. The school complies with these requirements by providing privacy notices to inform individuals about how their personal data will be processed.

This privacy notice explains how the school collects, stores, uses and deletes personal data about anyone applying for a job at the school. This document is based on a variety of sources and has been tailored to the specific needs of the school.

1 What this Privacy Notice is for

Newhall Park Primary School collect, hold, use and share information about people applying for jobs. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means collecting, storing, using, sharing or disposing of it.

For the purposes of Data Protection legislation Newhall Park Primary School is a data controller and is registered as such with the Information Commissioner’s Office (Z6171697). This means the school determines the purposes for which, and the manner in which, any personal data relating to the school’s job applicants is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

2 The types of job applicants’ information that we process

The types of job applicants’ information that the school collects, holds and shares include but are not restricted to the following:

- personal information (such as name and address).
- copies of right to work documentation.
- references.
- evidence of qualifications.
- employment records, including work history, job titles, training records and professional memberships.
- use of school devices and school networks as part of our safeguarding procedures.
- publicly available information about you, such as your online presence.

2.1 Special category data (sensitive information)

Some of the information that we collect is more sensitive or can be classified as special category data, this may include:

- characteristics information (such as gender and ethnic group).
- photographs and CCTV images.
- information about disability and access requirements.

We may also collect, use and store information about criminal convictions, offences and prohibitions. We may also hold data about you that we have received from other organisations, including other schools and social services and the Disclosure and Barring Service in respect of criminal offence data.

3 Why does the school collect and use your information?

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements. We use job applicants’ data to:

- process your application and correspond with you about it.
- assess whether you have the required skills, experience, qualifications and training.
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- enable equalities monitoring.
- ensure that appropriate access arrangements can be provided for candidates that require them.

3.1 The lawful basis for collection and use of personal data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing job applicants’ information are:

- Article 6(a) - Your consent (for anything which does not fall into the purposes explained below).
- Article 6(c) - Compliance with our legal obligations, in particular, but not exclusively:

- Section 538 of the Education Act 1996.
- Keeping Children Safe in Education 2023 (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).
- Equality and Health & Safety legislation.
- Article 6(e) - Being necessary for us to carry out tasks that are in the Public Interest

The ways we collect and use sensitive job applicants' information are lawful based on:

- your explicit consent.
- for compliance with certain legal obligations, or for exercising certain legal rights.
- for protecting a person's vital interests in an emergency.
- for health and public health reasons.
- or for carrying out tasks that are in the substantial public interest including for safeguarding purposes.

3.2 Marketing purposes

Where you give us consent, we may send you marketing information by message or email, such as for promoting school events, campaigns or charities. Consent can be withdrawn at any time by contacting us.

3.3 Automated decision making & profiling

We do not use any of your personal information to make automated decisions about you, or to profile you. If this changes in the future, privacy notices will be updated to explain both the processing and your right to object to it.

4 How we collect job applicants' information

You provide us with most of the personal data that we hold and use, for example in your written application, by completing any assessments and during any interviews.

Some of the personal data we hold and use about you is generated from internal sources during the recruitment process. For example, the person interviewing you may score your suitability for the role and we record the reasons for decisions made about whether or not your application is successful.

Some of the personal data about you that we hold and use may come from external sources. For example, where a recruitment agency provides us with a shortlist of candidates. If we shortlist you for interview, we will carry out pre-employment checks, such as taking up references from past employers or education providers and we may check your qualifications by contacting the awarding body. We may ask an occupational health professional to report to us on your fitness to do the job. We will seek a criminal record check from the DBS for successful candidates

5 How, where and for how long we store job applicants' information

We store job applicants' information securely on the School's IT network and cloud. Secure storage is provided for paper-based records.

We only keep the information for the length of time we need it for, as shown in our records management policy

We dispose of personal information securely when we no longer need it.

6 Sharing job applicants' information

The school does not share information about you with anyone without consent unless the law and school policies allow the school to do so.

Where it is legally required, or necessary (and it complies with data protection law) the school may share personal information about you with:

- The local authority – to meet our legal obligations to share certain information, such as, shortlisting candidates for a headteacher position.
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support.
- Professional advisers and consultants.
- employment and recruitment agencies.

6.1 International Transfers

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as "adequate" in relation to data protection law, the information is adequately protected by the use of International Data Transfer Agreements and security measures, and other appropriate safeguards.

6.2 Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our school is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

6.3 Why we share job applicants' information

We share information about our job applicants when the law and our policies allow us to do so, or you have given us your consent to do so.

7 Requesting access to personal data and other rights

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact our Data Protection Officer via the school office.

You also have the right to:

- be informed about the collection and use of your personal data.
- have inaccurate personal data changed if it is inaccurate or completed if it is incomplete.
- Ask us to delete your personal information, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict the way we are using your information, although, as above this is a limited right.
- object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant as we do not carry out automated decision making or profiling.
- Finally, the right to complain about the way we use your personal information to the ICO, or to seek redress through the courts.

If you would like to request access to your data, or use any of the other rights listed above, please contact our Data Protection Officer via the school office.

8 Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

9 Contact us

If you have any questions or concerns or would like more information about anything mentioned in this privacy notice, please contact the school office or Data Protection Officer.

- Call 01274 778577
- Email office@newhallpark.bradford.sch.uk

Our Data Protection Officer is Data Tools for Schools Limited and they may be contacted via the school office.



Recruitment Information

Newhall Park Primary School

Newhall Road

Bierley

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Telephone: 01274 778577

Email: office@newhallpark.bradford.sch.uk

Website: www.newhallparkprimary.net

Headteacher: Karren El Kheir

Succeeding Together

Welcome to our school



Dear Applicant

I am delighted that you are considering applying for the post of After School Care Club Manager at Newhall Park Primary School. We are a two-form entry school with an excellent Early Years provision. Alongside the high quality education we provide to pupils, we create a safe, calm and fun learning environment with a wide range of extracurricular activities. This means that we are a vibrant and lively school and we seek to appoint people who will reflect our school's personality.

The school was judged to be 'Good' at our latest Ofsted inspection in November 2021 and we are very proud of many things about our school.

- Our children are positive, keen to learn and enjoy coming to school
- The hardworking staff are receptive to new ideas and work collaboratively together, welcoming professional development opportunities
- Vulnerable families benefit from strong support within school
- Pupil numbers are increasing each year and we have a 39/39 place Nursery
- Our parents are supportive and committed to the school
- We enjoy many positive and well established links with other schools.

Governors are passionate about teaching and learning and believe that every child should have the very best possible education and opportunities within their primary years.

We believe that comprehensive education is incomparable if done well and Newhall Park reflects the community it serves. We believe that all our pupils, regardless of starting point, can achieve great things. We never give up on any child.

To ensure this happens we wish to recruit positive, forward-looking and committed individuals who will work effectively with myself, the Senior Leadership Team and colleagues across the school.

If you share our values and think you have what it takes to help drive forward our agenda for excellence and continuous improvement then please come and visit us to look around.

I look forward to meeting and interviewing motivated candidates interested in joining our successful school.

A sincere thank you for your interest.

A handwritten signature in black ink that reads 'Karren El Kheir'.

Karren El Kheir
Headteacher

About Us

Newhall Park Primary School is a good school with a strong emphasis on nurture. We concentrate on breaking down barriers for the children to enable them to thrive. People matter and the people who matter to us the most are our children.

Our commitment to the redistribution of opportunity for all is reflected in our curriculum. Equality is paramount and we work tirelessly to develop the skills and knowledge in all our children that they will need to succeed in life. The key aim of the curriculum at Newhall Park is to prepare our children for their future lives in education, the work place and as citizens of the world. It is our role to broaden horizons and open possibilities. We take this role very seriously.

The staff are a dedicated team and there is a strong focus on empowerment through training, coaching and promoting positive well-being.

The excellent start begins in Nursery and continues throughout the school with staff providing a happy, caring and purposeful environment, and a curriculum that excites and stimulates children's imaginations and creative thinking.

The school performs well with children making good progress and making the best of their potential and developing excellent learning skills. We nurture and support talent and interests, however diverse, and we want every pupil to have special memories of their time here. Staff work hard and enthusiastically, in close partnership with parents and members of the Governing Body.

We have a breakfast club and after school care club.

School Values

Our school motto "Succeeding Together" is reflective of the great value we place on the partnerships we share with our families and the local community.

- We are very proud of our school.
- We believe that the partnership between home and school is crucially important.
- We aim to provide a **secure**, **happy** and **inspiring** environment at Newhall Park with an ethos of achievement for all.
- We emphasise positive behaviour and encourage all members of our community to be **respectful** towards others and **determined** in their approach to challenges.



Secure
Respectful
Happy
Inspiring
Determined

Application Process

Please visit our website www.newhallparkprimary.net and download the recruitment information, job specification, person specification and application form.

How to apply for our vacancies

- Complete the application form providing full details of your education and employment history, including any unpaid or voluntary work.
- Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.).
- Applications should be completed and received by post or email no later than the deadline on the advert.
- Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post.
- We require details of three referees, one of which must be your current or most recent employer. Please provide their names, email addresses and daytime contact numbers.
- Please sign the declaration on the final page of the application form. If you are submitting your application electronically, you will be required to sign this page if invited for interview. CVs are not accepted as part of the application process.
- Please ensure you fully complete the application form. If you have a disability that prevents you from completing the application form, please contact the school to discuss.

Important Information

- Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted.
- Details of the interview programme will be confirmed after the closing date. If you have not been contacted within two weeks of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.
- We would warmly welcome you to visit our school and if you would like to take advantage of a tour, please contact the school to make arrangements for a visit.

References

References will be sought for shortlisted candidates prior to the assessment date. Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers and you should provide their official organisation contact details.

Safeguarding

Newhall Park Primary School is committed to safeguarding and promoting the welfare of children. All posts are subject to an enhanced DBS check. Proof of eligibility to work in the UK will be required. Any conditional offer of employment is contingent upon satisfactory vetting including the satisfactory completion of an enhanced DBS check and the receipt of satisfactory references.

Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religious, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.