



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Breakfast and After School Clubs Manager
Job Purpose:	To inspire, encourage and empower our pupils to achieve their very best. To provide a safe, stimulating and happy environment for boys and girls aged between 4 and 11.
Reporting Line:	Head of the Boys' Preparatory School
Tenure:	Permanent, Part-Time weeks, 40 weeks of the year, Monday to Friday; 9:00am to 6:00pm, 42.5 hours per week
Start date:	ASAP

Key responsibilities:

- To be responsible for bookings and to compile the daily list for the Boys' and Girls' Preparatory Schools
- To liaise with parents and teaching staff at the Boys' and Girls' Preparatory Schools to ensure continuity of care for the pupils
- To deal with registration, telephone and email enquiries and compile weekly cost sheets for billing
- To monitor registration forms, to ensure personal details, named collectors, medical and dietary requirements are kept up to date
- To supervise the deployment of staff and to ensure the correct pupil / staff ratio is adhered to
- To complete the attendance register for pupils and staff
- To supervise pupils during their journeys to the Assembly Rooms from the Boys' and Girls' Preparatory Schools
- To ensure safe supervision of pupils whilst in the Assembly Rooms including arrival and departure and visits to the toilet
- To ensure that no pupil is left unsupervised
- To plan for activities and play opportunities for the pupils and the supervision of homework tasks where necessary
- To supervise the arrangement of the rooms and activities e.g. active play area, use of equipment etc.
- To collect snack food, to ensure safe storage and to supervise distribution to pupils at snack time
- To ensure staff qualifications are up to date, relevant and meet the necessary standards
- To prepare a monthly staff hours sheet and parental invoicing report for billing purposes for the accounts department
- To check the security of the building and to monitor the safety of children in the building, including assessing any risks
- To alert the safety services in the event of an emergency
- To supervise care of the play equipment and resources
- To log all incidents of danger, such as accidents
- To promote the school's ethos
- To implement all school policies
- To uphold the good reputation of the school and of United Learning with pupils, parents, other schools and in general



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Key responsibilities for the administration of the co extra-curricular programme for the Boys' and Girls' Preparatory Schools:

- To issue correspondence to external club leaders as to the dates, times and location of their clubs, in advance each term
- To manage the budget and invoices
- To meet and interview new club leaders to provide new external clubs
- To meet with external club leaders to orient them as to fire escapes, house-keeping, and what to do at the end of the session
- To regularly meet with and attend sessions run by external club leaders to ensure quality provision
- To check all timesheets for co-curricular activities submitted by employees and ensure that these are signed off by the relevant officer
- To liaise with external club leaders and to resolve any complaints received from parents
- To attend new pupil mornings to provide new parents with information
- To manage and communicate all club cancellations and changes to parents
- To collate all information about activities provided and ensure that this is sent out to parents in a timely manner
- To keep up to date lists of club participants and ensure that the waiting lists for particular activities are managed effectively each year to ensure that pupils receive the widest possible experience
- To ensure that the calendar in both schools is up to date in terms of club cancellations and other information
- To produce a termly calendar of club dates which is clearly communicated to parents, staff and external club leaders
- All such other duties as the Principal may reasonably required



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Person Specification

The successful candidate will be likely to fit the following profile:

- NVQ 3 in Child Care essential
- 2 years' experience of working in childcare
- Professional experience of working with pupils at KS1 and/or KS2
- Excellent communication, organisational, administrative and ICT skills
- Extensive knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- Professional experience of supervising a team of colleagues
- Ability to work co-operatively within a team, with strong interpersonal and problem-solving skills
- Experience of planning and delivering child-centred, high quality, activities for children in a group setting
- Enthusiasm for education
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- High levels of discretion and confidentiality and awareness of data protection requirements
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Positive rapport and personal warmth to gain the confidence of pupils, staff and parents
- Self-motivation, flexibility and openness to change
- Proven ability to develop effective professional relationships with pupils, colleagues and parents
- Appropriate levels of personal presentation
- High levels of personal and professional integrity
- Commitment to personal professional development, and a willingness to develop own skills



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

8.00am, Monday 20 September 2021

Interviews to be held week commencing:

27 September 2021

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.