

Out of School Care Manager

Job Application Pack



T H E H I G H S C H O O L
o f G l a s g o w

The High School of Glasgow - A Snapshot

- The oldest school in Scotland, founded in 1124 as the Sang School of Glasgow Cathedral
- Over 114 clubs and societies with over 85% at both Junior and Senior School participating in two or more activities
- 5th Year pupils obtained an average of 4.8 Highers per pupil in the 2024 exam diet
- Academic Excellence:
 - National 5: 96.6% A-C with 80.7% obtaining grade A
 - Higher: 96.6% A-C with 74.9% grade A
 - Advanced Higher: 81.1% A-C with 52.3% grade A
- Sporting Excellence:
 - 1st XV Rugby winners of the U-18 Scottish Shield in November 2018, Shield finalists in November 2022 and L200 Conference in November 2019 and West Conference winners in November 2021 and November 2022
 - 1st XI Hockey holders of West District BP Cup and Scottish Indoor Hockey Champions in December 2021
 - 1st XI Cricket winners of the XL Club (Scotland) Team of the Year for 2018 and 2023
 - U15 Hockey winners of the Scottish Schools' Cup in 2018
 - U18 Boys' and Girls' Scottish Indoor Rowing Champions 2018
 - Current International representatives in: Athletics, Badminton, Cricket, Cross Country, Football, Hockey, Netball, Rugby, Swimming, Synchronised Swimming, Table Tennis, Tennis, Triathlon and Water Polo
- Musical Excellence:
 - More than 40 Grade 8 with Distinctions (ABRSM and Trinity exams) since 2019
 - Current and former pupils regularly part of National Youth Orchestras of Scotland (NYOS), National Youth Choir of Scotland (NYCOS), National Youth Pipe Band of Scotland (NYPBS) and Royal Scottish National Orchestra (RSNO)
- Junior School Ships:
 - Broughty Ferry
 - Campbeltown
 - Lizard
 - Longhope
- Senior School Houses:
 - Bannerman
 - Clyde
 - Law
 - Moore



Out of School Care Manager

The School is seeking to employ an Out of School Care Manager, based at the Junior School in Bearsden.

The successful candidate should have experience within a similar setting and be able to demonstrate highly effective organisational skills, whilst bringing creativity and innovation to the role.

Job Title – Out of School Care Manager

Department – Out of School Care

Reports To – Head Teacher of the Junior School

Location – Junior School, 27 Ledcameroch Road, Bearsden, G61 4AE

Overall Purpose of Job

To be ultimately responsible for all duties connected with the running of a high-quality Out of School Care Club within The High School of Glasgow.

In addition, to be responsible for ensuring that the Out of School Care Club complies with current Care Inspectorate requirements.

Due to the enhanced compliance, training and other administrative requirements of this role, a large proportion of the role is office-based and the Manager does not normally form part of the regular floor work ratio.

Job Information

Hours of Work – Monday to Friday 12:15-6:15pm (half hour break), a total **27.5 hours per week**.

Term-time only (as published in the school calendar)

Salary – £33,000-37,000 (Pro Rata)

It would be preferable for the successful candidate to commence during **June 2025**, in order to work alongside the current Out of School Care Manager until the end of this session.

Apply

Applicants should email their CV (including two professional references, one of whom must be your current/most recent employer) and a covering letter to adminjs@hsog.co.uk.

The closing date for applications is **noon on Friday 30th May 2025**.



Principal Accountabilities

Staff Management

- To hold overall responsibility for the inspiration, motivation and performance management of Out of School Care staff.
- To be responsible for planning, preparing and delivering a suitable programme of activities which promotes safe and stimulating play opportunities for the Out of School Care service, in alignment with best practice.
- To arrange 'extended service' when required, at the end of each term.
- To operate the key worker system on an effective and professional basis.
- To calculate and decide upon staff rota quotas for the Administration Assistant to use to compile staff rotas.
- To arrange absence cover and collate time sheets for extra hours worked.
- To be responsible for inputting to the recruitment of new staff and for the design and implementation of a robust induction process for all new staff members.
- To organise and chair regular staff meetings, taking minutes and ensuring their distribution shortly afterwards.
- To design and lead on the Professional Review and Development of Out of School Care staff.
- To be responsible for ensuring that an adequate level of staff training is put in place which meets the needs of the SSSC standards, best practice and those required in general by the School. This is likely to include delivering training sessions and the organisation of out of school training, as required.
- To maintain comprehensive and accurate staff training records.
- To drive improvement, ensuring the service is the best it can be.



Compliance and Organisational Management

- To ensure completion of Child Protection training for all members of the Out of School Care Team, in line with external and internal requirements.
- To provide the key liaison with parents in relation to the Out of School Care service, dealing professionally and timeously with any issues which arise.
- To carry out an annual feedback process with service users, ensuring that results are evaluated thoroughly and any actions brought forward timeously.
- To complete all relevant paperwork and returns which are required by the School, the Care Inspectorate and any other agencies or external parties. This is likely to include the updating of policy documents, evidence folders and other related documents.
- To be responsible for the carrying out and updating of Out of School Care risk assessments, HACCP and other associated health and safety processes.
- To carry out an effective liaison service with office staff to ensure that the Out of School Care booking system operates on a smooth and accurate basis.
- To update billing on Connect Childcare with Out of School Care attendance, on a regular basis.
- To ensure that all necessary administration in relation to Out of School Care is carried out timeously.
- To ensure that all paperwork including records – eg. medical records are up to date.
- To have overall responsibility for the annual requisition for the Out of School Care area, including the ordering of equipment and associated procedures related to the receipt of goods.
- To have overall responsibility for the ordering of food and drinks for snacks for the Out of School Care area.
- To be responsible for ordering and maintaining first aid supplies for the Out of School Care area.
- To ensure that the Out of School Care notice board and community board are updated on a regular basis.
- To maintain currency with developments within the childcare arena and this is built into the work carried out by the Out of School Care area.
- To lead on and/or participate in any working parties or new childcare initiatives if required.
- To work on own initiative.
- To operate the key worker system on an effective and professional basis.
- To support the Kindergarten and Junior School, on occasion, and at the request of SLT, by helping with supervisory duties or administrative support.
- To attend the School Prizegiving Ceremonies (at Junior School and Senior School).
- To carry out any other tasks within the responsibility of the post and as delegated by the Head Teacher.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Person Specification

Essential

Qualifications

- BA Childhood Practice or equivalent, as recognised by SSSC (SCQF Level 9)
- SSSC registered or ability to register as a Manager with SSSC
- Paediatric First Aid – full and current qualification (or the ability to obtain one within 3 months of employment)
- Elementary Food Hygiene course (SCQF) or other similar food hygiene qualification
- Member of the Protecting Vulnerable Groups (PVG) scheme

Experience / Skills / Qualities

- Extensive experience of working with children in a school or Out of School Care setting.
- Extensive knowledge of child development, child protection and an advanced appreciation of the needs of children's emotional development.
- Demonstrable leadership skills including the ability to manage a large team and manage employee performance, encourage and facilitate ongoing personal and work skill development.
- Extensive knowledge of Care Inspectorate requirements and other regulatory frameworks/legislation such as Health and Social Care Standards and A Quality Framework for Daycare of Children, Childminding and School-Aged Children, HGIOELC, as they impact upon the Out of School Care area, with the ability to challenge inappropriate practice.
- Experience in delivering and sourcing effective training for employees.
- Experience of dealing with children who present challenging behaviour or who have additional learning or support needs.
- Well-honed planning and organisation skills.
- Excellent report writing skills.
- Excellent verbal and written communication skills, including the ability to interact appropriately with a range of people, with the ability to relate to young people and have good communication skills with families and other agencies.
- Good working knowledge of Office365.
- Experience of dealing with confidential and sensitive matters or information.
- Ability to demonstrate a high level of adherence to the SSSC Codes of Practice.
- To act as an ambassador for the Out of School Care Club and maintain a positive image of its aims and objectives.
- A flexible approach.
- A commitment to Career Long Professional Learning evidence by recent professional development engagement.
- Experience of using the outdoors to provide high quality experiences for children.

Desirable

Experience / Skills / Qualities

- Experience of managing a similar Out of School Care facility.
- Experience of the independent school sector.
- Experience of calculating childcare quotas and compiling staff rotas.



General Information

The High School of Glasgow was originally founded in 1124 as the Choir School of Glasgow Cathedral, and by this account is the oldest school in Scotland. The High School of Glasgow has been operating as an Independent School since 1976, with roughly 1,000 pupils and 200 staff. Everything we do is driven by our school values of People, Excellence, Welcoming and Community.

The Kindergarten and Junior School welcomes children from age 3 and to the end of their Junior 6 year. There are twelve classes, each year being divided into two parallel groups. The Kindergarten, which is the principal entry point to the Junior School, accommodates children in a spacious building designed especially for them. The aim of the Kindergarten is to provide a happy, caring and safe environment in which each child is encouraged to develop according to his or her own ability and level of maturity. The many varied experiences are intended to stimulate children, broaden the range of their learning experiences and help them to become confident and enthusiastic learners.

For pupils in Junior 1 to Junior 6, there is a daily Assembly, following a weekly programme that encourages pupil participation and the celebration of success. Our curriculum is based on the principles of Curriculum for Excellence, providing learning experiences through the four contexts and enabling our pupils with the skills to become life-long learners. A sound grounding is provided in the basic skills relating to Numeracy and Mathematics and Literacy and English, however all other areas of the curriculum are taught and with the expertise of specialist teachers in Art, Drama, French, ICT, Music, PE and Support for Learning. Pupils also benefit from working with the Junior School Librarian, we have Classroom Assistants allocated to each stage of the Junior School and a large team of support staff.

There are regular concerts, shows and an extensive programme of extra-curricular activities which has activities running prior to the school day, during lunch times and after school. Pupils in Junior 5 currently participate in a residential visit to York and in Junior 6, the pupils visit Newlands Outdoor Centre. Teachers are expected to give a commitment to the extra-curricular life of the school.

“Children who are happy, respected, secure and encouraged will do well, they will thrive. They will be open to getting involved, working hard and making the most of the opportunities and challenges around them. They will be open to doing their best in every circumstance and to developing a sense of responsibility for themselves and for the needs of others and the wider world.

Here at the High School we are firmly wedded to the belief that to nurture the whole child the values and ethos described above must be provided for within an atmosphere of tolerance, care and positive relationships. These values underpin all aspects of our daily life across classrooms, corridors, expressive arts, sport and beyond. They also allow our young people to have the opportunity to experience an all-round rich and supportive learning environment in which they can develop their potential to the full and are encouraged to aspire for excellence in all they do.”

John O'Neill
Rector