



ALLEYN'S OAKFIELD

Appointment of

After School Care Manager

Part time, Term time
from September 2026

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in the position of After School Care Manager. This role presents an opportunity to join the wonderful community of Alleyn's Oakfield at a very exciting point in the school's rich history. I am so pleased to have the opportunity to explain why I think Alleyn's Oakfield is the most exciting school to be joining in London, possibly the country and perhaps even the world!

For over 140 years, Oakfield has provided an exceptional education to generations of young learners as part of a welcoming and tight-knit West Dulwich community, based in a historic building, with large grounds and close to West Dulwich train station. Now, as part of the Alleyn's family, we are thriving – taking every opportunity to benefit from the shared wisdom and resources of our siblings and contributing our own distinctive character and community spirit to the group.

Alleyn's Oakfield combines the warmth and individual attention of a nurturing primary school setting with the ambition, expertise and opportunity that come from being part of one of London's leading schools; Alleyn's. You can find out more about Alleyn's at alleyns.org.uk and see why becoming embedded in the Alleyn's family is such an energising prospect for us all.

This excitement is palpable when you talk to the engaging, confident and fun-loving children who walk through the gates each morning. Alleyn's Oakfield is a place where children can be themselves and find their passions – both academically and outside the classroom – with the support of an outstanding team throughout their journey.

Whilst our heritage remains a vital part of who we are, we are also forward-looking, embracing the best of modern education to prepare our children for an ever-changing world. The school is in the privileged position to be able to make thoughtful investments in its premises, resources and its team. The planned development of our campus will include some outstanding new spaces to place the school at the forefront of educational thinking and technology.

Working at Alleyn's Oakfield, you will find yourself surrounded by bright, curious, and engaged children who bring with them the passion, enthusiasm and creativity that makes every lesson unique and inspiring. The warmth of the spirit you will find here within classes, our co-curricular offer and the relationships developed through copious amounts of fun is striking. As a team, we are one staff, coming from both independent and state settings and working closely together, whether we are teachers, or play an operational role. Because we work together in every aspect of school life, we enjoy a strong bond and a shared common vision. There is a sense of partnership, with everyone supporting each other and there are plenty of opportunities for development and progression.

Diversity and inclusivity are very important to us, and this is something we as staff work closely with parents on, to make sure that children understand from an early age that diversity is a cherished and important part of life which makes our community stronger.

I trust you can see why I believe Alleyn's Oakfield is such an exciting place to be. We are a school full of energy, ambition and kindness, with wonderful children and a team of talented people who genuinely enjoy working together.

I am delighted that you are interested in joining us and I look forward to reading your application.

Yours faithfully,

Mr Peter Whitmell

Head, Alleyn's Oakfield



About The Role

Alleyn’s Oakfield is looking for an enthusiastic, caring After School Care (ASC) Manager to lead our after school provision for children aged 4 to 11. As ASC Manager you will play a key role in creating a nurturing, happy, and stimulating environment where children can unwind, play, and thrive after the school day.

This is a wonderful opportunity for someone who is passionate about child wellbeing and brings both warmth and strong organisational skills to everything they do.

Responsibilities of the Role:

- Lead the provision of a happy, purposeful and safe environment for our children through the supervision and support of individuals and small groups.
- Monitor, welcome and regulate children and parents/carers at ASC.
- Be responsible for managing registration systems that support supervision and fee billing.
- Establish and maintain routines and arrangements to enable the smooth running of ASC.
- Be aware of medical and first aid needs, liaising with the school Nurse where appropriate.
- Provide the fees office with termly billing data.
- Be prepared to stay beyond the 6:00 pm last collection point to deal with any late collections and communicate these as required to the Deputy Head Strategy and Innovation (SI) and Head.
- Monitor the behaviour of children at ASC and make provision for communicating incidents to the Head or Deputy Head SI.
- Provide a welcoming point of contact for parents and carers in relation to the care of their children.
- Telephone and email parents/carers when necessary.
- Supervise and administer the afternoon snack.
- Set and clear up board games or creative activities.
- Lead the monitoring of the correct use of IT devices by the children, notably the iPads for children in Years 3-6.
- Supervise outdoor play and hall play when necessary.
- Monitor the ASC resources for indoor and outdoor play.
- Provide a quiet area for reading and homework tasks.
- Monitor and assist children with their homework.
- Liaise with teaching colleagues whose after school activities may have an impact on ASC.
- Supervise student helpers from Alleyn’s School, keeping a record of Duke of Edinburgh volunteers and completing online reports on the Duke of Edinburgh website afterwards.
- Promote the school’s eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Uphold and act within the school’s policies on Data Protection, Health & Safety, and Safeguarding, in conjunction with all staff across the school.
- Undertake any additional duties, as directed by the Head of Alleyn’s Oakfield and the Deputy Head SI which are within the reasonable capability and responsibility of the ASC Manager.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

Experience and Qualifications:

- Suitably qualified or experienced to work with junior school-aged children (4–11 years), with experience in a structured setting such as a school, day care, or holiday camp desirable.
- Experience of line managing or supervising a small team.
- A current paediatric first aid qualification, or willingness to undertake training.
- A willingness to undertake further training and professional development as the role requires.

Skills and Abilities:

- Able to work flexibly, efficiently, and to deadlines, maintaining a high standard under pressure in a busy and demanding environment.
- Strong organisational skills, with the ability to establish routines and manage competing priorities effectively.
- Confident and enthusiastic when welcoming parents and carers, with patience and warmth.
- Good written and verbal communication skills, with the ability to liaise effectively with parents, colleagues, and external contacts.
- Able to monitor and manage children's behaviour positively and constructively.
- Proficient in the use of IT, including email and administrative systems.

Personal Attributes:

- Genuinely enjoys working with children aged 4–11, with a clear understanding of their needs and personalities.
- Kind, caring, and positive, always putting the wellbeing and safeguarding of children first.
- Discreet, friendly, and approachable, actively supporting staff and colleagues.
- Committed to safeguarding and promoting the welfare of children, with a clear understanding of child protection practice.
- Believes in the value of independent school education and presents high standards of appearance appropriate to the role.
- A genuine team player who also works well independently and takes ownership of their responsibilities.

Line Management

This role will be line managed by the Deputy Head SI. The role holder has free access to the Head of Alleyn's Oakfield who is ultimately responsible for Alleyn's Oakfield staff.



Working at Alleyn's

Terms and Conditions

This is an on-site, part time, term time only position based at Alleyn's Oakfield in Dulwich, South London. The post holder will work 15 hours per week, Monday to Friday, 3:15pm to 6:15pm. There will be other occasional school events that also require the role holder's presence, e.g. inset days, September open day, for which the role holder will be paid overtime.

The salary is £10,169 to £11,066 per annum (0.32 FTE), dependent on experience and qualifications, paid in twelve equal monthly instalments. The role is subject to a six-month probation period.

The school offers additional benefits to its staff, including an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use the Alleyn's Holiday Camp for the children of staff between Year 1 and Year 6 at a preferential rate.

Members of staff who have children attending Alleyn's Oakfield and/or Senior School will benefit from up to 25% fee remission pro rata to their FTE, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. Further details regarding employer contributions will be provided upon appointment.

The post will be available to the successful candidate on completion of the required recruitment checks.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. Alleyn's Oakfield promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being. We protect the interests of the children at Alleyn's Oakfield through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's Oakfield supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to. Everyone in the staff community at Alleyn's Oakfield takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Sunday 6 September 2026.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews

Interviews will be conducted at the school the week beginning Monday 14 September. The process will include interviews with relevant colleagues, including the Deputy Head SI. There will also be an opportunity to meet with other relevant staff.

Safeguarding Checks

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer, we welcome applications from all applicants who meet the requirements for the position. However, we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

