



CANDIDATE INFORMATION PACK

After School Club Leader

Closing Date: 9am on Monday 9 November 2026
Interviews: Week Commencing 16 November 2026
Start Date: ASAP



THE
**QUEEN'S
SCHOOL**



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Join one of the North West's top-performing independent schools

Thank you for your interest in the position of After School Club Leader at The Queen's School. Reporting to the Deputy Head Lower School, this is a role for a caring, enthusiastic and organised individual to provide a safe, inclusive and engaging environment for children aged 3-11 years old.

The successful candidate will ideally have experience in childcare, play work or education and be passionate about supporting children's wellbeing through creative play, positive relationships and high-quality wraparound care. A relevant Level 3 qualification or equivalent experience or qualification appropriate to the provision is required, along with excellent communication skills and a strong commitment to safeguarding and child welfare. The role will involve leading enjoyable activities, supporting children's development, working closely with families and colleagues, and helping to shape and develop the after-school provision as part of a welcoming and supportive school community,

The first-choice school for happy, confident, future-ready girls, our approach brings together strong academic standards, a city-powered co-curricular and enrichment programme, and highly personalised pupil support. This means consistently exceptional outcomes; breadth of opportunities from sports, the arts and STEM to future skills and leadership; and a level of individual attention enabled by our boutique scale, flexible curriculum pathways, close relationships and decisions shaped around every girl's needs, interests and passions. From our newly launched Pre-School through to Year 13, our all-girls environment increases participation, removes barriers and gives pupils the confidence to step forward and have a go.

More information about our approach is available at www.thequeensschool.co.uk.

I look forward to receiving your application.

Joanne Keville
Head

Job Description: After School Club Leader

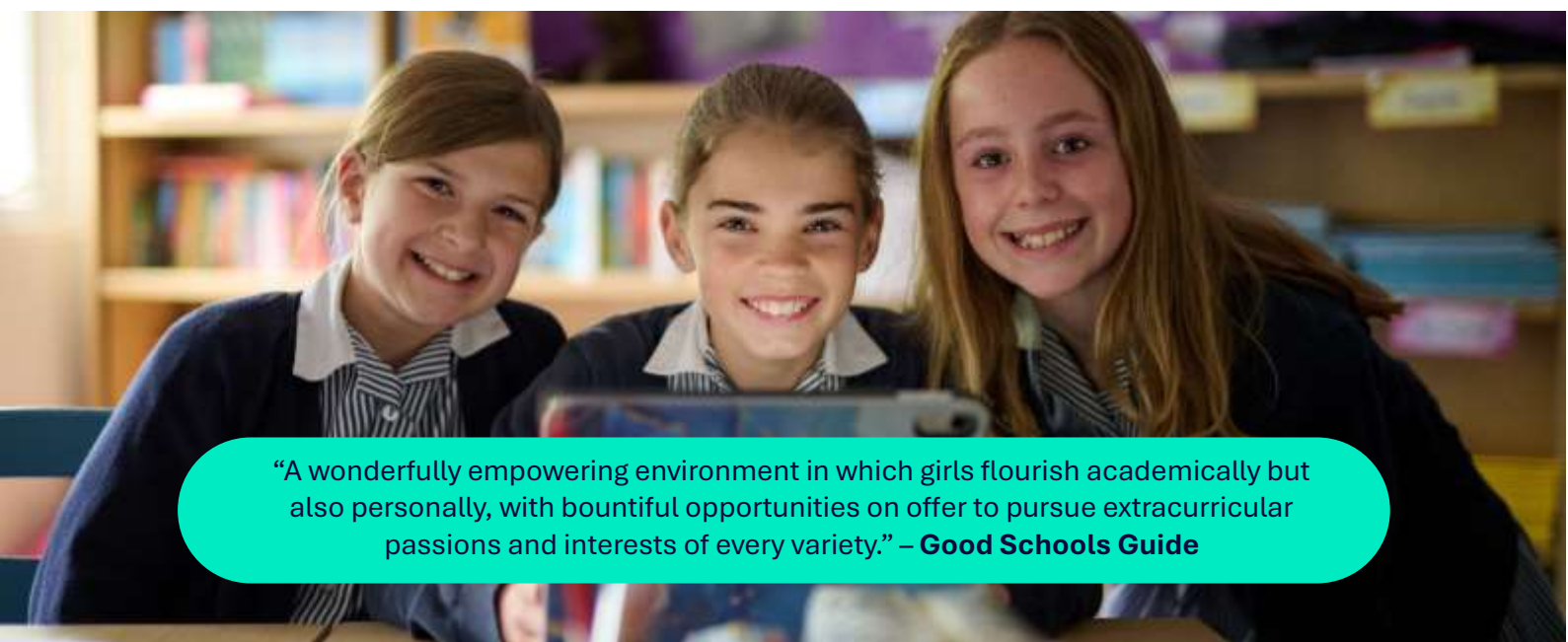
Responsible to: Deputy Head of Lower School and ultimately the Head

Purpose of the role:

- To lead the safe, effective and enjoyable day-to-day operation of the school's after school club provision for children aged 3-11.
- To provide high-quality, play-based wraparound care that supports children's wellbeing, independence, social development and enjoyment.
- To take operational responsibility for the club session, including safeguarding, attendance, collection arrangements, activities and the safe use of the premises.
- To ensure that provision for children within the Early Years Foundation Stage (EYFS) meets the requirements that apply to the school's provision.

Key responsibilities:

- Lead the day-to-day running of the after-school club, ensuring a safe, welcoming and enjoyable environment for children aged 3-11.
- Plan and oversee a varied programme of age-appropriate, inclusive play and activities.
- Maintain accurate attendance registers and ensure safe arrival, handover and collection procedures.
- Safeguard children's welfare, following school procedures and reporting concerns promptly.
- Support positive behaviour and ensure individual medical, dietary, allergy, SEND and pastoral needs are appropriately met.
- Ensure appropriate health and safety, risk assessment, first aid and emergency procedures are followed.
- Build positive relationships with parents and carers and communicate relevant information appropriately.
- Work closely with school staff and maintain the caring and supportive ethos of the school.
- Carry out other associated duties as are reasonably assigned by the Head or other appropriate senior member of staff



“A wonderfully empowering environment in which girls flourish academically but also personally, with bountiful opportunities on offer to pursue extracurricular passions and interests of every variety.” – **Good Schools Guide**

Person Specification: After School Club Leader

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.		
	Essential	Desirable
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	A relevant Level 3 early years, childcare or play work qualification, or equivalent experience/qualification appropriate to the provision. Willingness and ability to undertake and maintain the safeguarding, first aid, food safety and other training required by the School and applicable statutory requirements.	Current full paediatric first aid qualification. Level 2 Food Safety/Food Hygiene qualification. Designated safeguarding or safeguarding lead training. Relevant Level 3 childcare or Early Years Educator qualification.
Experience:	Experience of working directly with children in an early years, primary, wraparound, childcare or playwork setting. Experience of planning and delivering safe, engaging activities for children. Experience of taking responsibility for a group of children and managing routines, behaviour and welfare. Experience of working effectively with parents/carers and colleagues.	Experience of leading or supervising staff. Experience of running an after school, breakfast, holiday or other wraparound childcare provision. Experience of working across both EYFS and primary age ranges. Experience supporting children with SEND or additional needs.
Skills and personal competencies	Strong organisation and decision-making skills. Excellent communication and interpersonal skills with children, parents/carers and colleagues. Ability to lead calmly and confidently in a busy environment and respond appropriately to emergencies or unexpected situations.	Confidence in maintaining records of attendance. Ability to contribute to the development and improvement of wraparound provision.

Skills and personal competencies (continued)	Ability to plan inclusive, creative and engaging play opportunities for a wide age range. Ability to maintain accurate registers and other records. Reliable and punctual. Caring, patient and approachable, while maintaining clear professional boundaries. Commitment to safeguarding, inclusion and the caring ethos of the school. Ability to work both independently and as part of a wider school team.	
Knowledge	Good understanding of safeguarding and child protection responsibilities and the ability to act appropriately on concerns. Understanding of children's wellbeing, development and age-appropriate play across the 3-11 age range. Understanding of health and safety, risk assessment, accident/incident procedures and safe collection arrangements. Awareness of the EYFS requirements relevant to children under five and of the need to work within the requirements applying to the school's provision. Understanding of confidentiality, professional boundaries and equality, diversity and inclusion.	Knowledge of the current EYFS statutory framework and Ofsted/Childcare Register requirements relevant to wraparound care. Knowledge of food allergy and safer food handling procedures. Knowledge of supporting SEND in childcare/play settings.

Benefits

The successful candidate will be offered an attractive and competitive package reflecting the significance of this role. The package has several other benefits including:

- A strong sense of community
- Supportive colleagues
- Pension Scheme
- Discounted school fees
- Subsidised meals and refreshments available
- Access to 24/7 online GP and other health and well-being experts
- On site parking if required
- Regular social events

Notes

We hope that this brochure provides you with plenty of detail about the role and the School in general. If, however, you have any other specific questions you would like answered before deciding whether to make an application, please email the Human Resource Department at recruitment@thequeensschool.co.uk



Application Process

Please read all the information provided before completing your application. All applications should be made electronically.

Key Dates

- Closing date: 9am on Monday 9 November 2026
- Interviews: Week commencing 16 November 2026
- Start date: ASAP

When completing your application, you should submit:

- The School's official application form - available at <https://www.thequeensschool.co.uk/our-school/job-vacancies>
- Please note that applications will **only** be considered on the School's application form.
- A cover letter, (no more than one side of A4) which should include your reasons for applying for the position. This becomes particularly crucial if your situation involves significant factors such as a notable change in pay, a shift in career, or relocation. Please address to the Human Resources Department and **submit by 9am on Monday 9 November 2026** by emailing: recruitment@thequeensschool.co.uk
- Please do not send testimonials, certificates, or examples of work etc.

It is The Queen's School policy that feedback will not be given following application.

To ensure a fair process for all candidates, we usually do not consider repeat applications within a 6-month period unless there has been a notable change in your experience.

Guidance for the completion of the 'Personal Statement' section

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples of impact rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. It is also important that you use this section of the application form to outline how you would contribute to The Queen's School co-curricular programme.

References

Shortlisted applicants are advised that references will be taken up prior to interview. All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. Neither referee should be a relative or someone known to you solely as a friend.

Online Checks

In line with statutory requirements and KCSIE guidance, the School will undertake relevant checks on publicly available online and social media presences. Any concerns or issues arising from the checks will be discussed as part of the Safer Recruitment processes as appropriate.

Shortlisting and Interviews

If you are shortlisted, your visit will involve a brief session with our Human Resources Department, to undertake several checks we are required to carry out by the Department for Education (DfE). These include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS); and checks to verify your identity, address, right to work in the UK (you will be asked to produce your passport and/or visa before commencing work), qualifications and overseas checks (if relevant). A list of valid identity documents will be sent to you in advance of your interview.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form to declare that the information you have given is accurate and true.

Please notify the School if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.

All interviewees must bring original documents confirming qualifications and professional training, and three identification documents:

- at least two of the following: passport, driving licence photocard, birth or marriage certificate (evidencing change of name)
- and one document evidencing address: driving licence, council tax bill, or recent financial statement or utility bill dated within the last three months.

If you are unsuccessful, please be assured that photocopies of documents taken will be destroyed.

Should you have any other questions relating to the post, please contact the School at **recruitment@thequeensschool.co.uk**.

Conditional Offer of Appointment

At Queen's we are committed to safeguarding and promoting the welfare of children and young people. Any offer to a successful candidate will be conditional upon the following:

- Verification of identity;
- Verification of qualifications and professional status;
- Satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- A check against the Barred List;
- A Prohibition from Teaching check;
- A Prohibition from Management check;
- Where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of the right to work in the UK;
- Receipt of at least two satisfactory references;
- A check for gaps in your employment history;
- It is our practice that a successful candidate must complete a pre-employment health questionnaire;
- Satisfactory completion of the probationary period.

It is the School's policy to employ the best qualified team and to provide equal opportunity for the advancement of our team, including promotion and training, and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

