



Wakefield Grammar  
School Foundation

YOU'LL LIKE THE WAY WE

# WORK TOGETHER



AFTER SCHOOL  
CARE MANAGER



Information for  
Candidates

June 2025

# Contents

## **1. The Organisation**

- a. The Foundation's Aim
- b. The Role
- c. Location

## **2. Job Specification**

## **3. Person Specification**

## **4. Terms of Appointment and Benefits**

## **5. How to Apply**

For further information about the Foundation please visit the website at [www.wgsf.org.uk](http://www.wgsf.org.uk)



# An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,760 pupils and around 425 employees covering both teaching and support staff. Governance comes from a governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

## The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.





# The Role

Wakefield Pre-Preparatory School and Wakefield Girls' High School are seeking to appoint a After School Care Manager from September 2025 who will hold responsibility for ensuring the smooth running of the After School Care facility.

The After School Care Manager will organise, develop and supervise the activities of pupils attending the After School Care, providing a happy environment that promotes excellent social skills, good behaviour and a balanced education through creative play.

The role also holds responsibility for managing the After School Care Assistants.

Applicants should hold a Level 6 qualification in childcare or equivalent.

The post is permanent and is Term Time only (including INSET) working 15 hours in total per week, Monday to Friday from 3.00 pm until 6.00 pm.

Further details and information on how to apply can be obtained from the recruitment section of our website [www.wgsf.org.uk/employment-opportunities/](http://www.wgsf.org.uk/employment-opportunities/) or by emailing the HR Department at [hr@wgsf.net](mailto:hr@wgsf.net)



# Job Description

**Reporting to: Head of Prep and Director of Pupils (Prep)**

**Policy/Strategic direction and development:**

- To organise, develop and supervise the activities of pupils attending After School Care, providing a happy environment that promotes excellent social skills, good behaviour and a balanced education through creative play.
- Responsibility for managing a number of After School Care Assistants

**Main Duties and Responsibilities:**

- To work with and alongside colleagues to establish and maintain a caring and vibrant environment
- To organise the rota for setting up the Hall for activities, maintain a tidy area and clear away at the end of the session
- To create and regularly update the registers and spreadsheets concerning pupils who attend the After School Care facility
- To maintain a daily register of all the children who attend the sessions
- To establish clear routines, rotas and procedures for the staff and children to follow
- To work in partnership with the Director of Pupils/Head of Prep to ensure the supervision ratios are always meeting the legal requirements
- To provide safe activities and a safe environment for all the
- children and staff
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to all individual needs.
- To report to the Director of Pupils (Prep) with any issues of concern
- To report to the class teachers with any pastoral matters, as required
- To be responsible for the relevant security issues
- To take the lead role in the planning, evaluating and adjusting of activities
- Checking and ordering new equipment
- To take the lead role in the serving of any food during After School Care, ensuring that dietary requirements are met.
- To provide clear instructions to the teaching assistants/after school care assistants and volunteers as to their role and responsibilities
- To provide written reports for any D of E volunteers
- To monitor and evaluate the pupils' responses to their activities through observation and make informed records where required
- To deal with and report any accidents, fire drills, first aid and school procedures and to keep an updated record log of such events
- To ensure parents sign the relevant form about accidents when applicable
- To establish good relationships with parents
- Take and pass on messages from parents to teachers
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and/or reporting any concerns as necessary in line with established policy and encourage pupils to take responsibility for their own behaviour
- To produce a wide range of different practical activities (consult with teachers about interests of the children who attend After School Care)
- To attend to the children's physical welfare such as support when ill
- To stay behind if necessary once After School Care has finished ensuring all children have been collected by a relevant parent or guardian
- To meet with the Director of Pupils on a half termly basis to review how After School Care is working

# General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to one of the Designated Safeguarding Lead team.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- To contribute to the overall values and ethos of the School
- To attend relevant staff meetings or other meetings as required
- To attend staff training, staff meetings and additional events e.g. new parents evening as required (including where these may fall on non-contracted days)
- To hold, or agree to undertake training to achieve, a First Aid qualification, including the emergency application of epi-pens and inhalers in accordance with agreed School procedures.
- To hold, or agree to undertake training to achieve, food hygiene certification.
- To do any other duties that may be reasonably required within the grade and scope of the role

# Person Specification

**The following are the essential criteria to undertake the job competently:**

- Experience of working with or caring for children
- Able to relate well to children and adults
- Level 6 qualification in childcare or equivalent
- Good literacy/numeracy skills
- Excellent communication and interpersonal skills
- Able to use own initiative and work independently
- Flexible and able to adapt to changing demands
- Able to work constructively as part of a small team
- Willing to participate in extracurricular activities
- Patience, tact and diplomacy
- Ability to maintain confidentiality and handle such information sensitively
- An understanding of child protection
- An empathy with the ethos and values of Wakefield Grammar School Foundation
- Ability to communicate effectively with parents
- First Aid trained
- Food hygiene certificates that high enough for WPP requirements?

# Terms of Appointment

## Contract

This position is a permanent position

## Appointment date

To commence September 2025

## Hours of work

15 hours per week/Term time only (including INSET).

## Salary

Grade H1, £8,366.14 pa (£26,398 FTE)

## Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

## Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

## Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

## Parking

Free on site car parking

## Lunches

Subsidised school lunches (term time only).

## Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

## Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.



# How to apply

Applications can be made via our website [www.wgsf.org.uk](http://www.wgsf.org.uk) and further details, including the job description can be obtained from Mrs Emma Gill, Head of WGPPS by email at [egill@wgsf.net](mailto:egill@wgsf.net) or by contacting HR, [hr@wgsf.net](mailto:hr@wgsf.net)

**The closing date for applications is 9.00 am, Monday 23<sup>rd</sup> June 2025**

**Interviews will be held on Monday 30<sup>th</sup> June 2025**

