



# BOLDMERE JUNIOR SCHOOL

Cofield Road, Sutton Coldfield, B73 5SD

Tel: 0121 464 3656

Fax: 0121 464 1344

Email: [enquiry@bldmerej.bham.sch.uk](mailto:enquiry@bldmerej.bham.sch.uk)

**Executive Head: Mr. C Glasgow**

**Acting Head of School: Mrs K Welch**

Website: [www.boldmere.bham.sch.uk](http://www.boldmere.bham.sch.uk)



***Our Vision: The Federation of Boldmere Schools empowers all children to embrace learning; achieve their personal best; and build their social, emotional and physical wellbeing.***



## **Busy Bodies Before and After School Club Manager (Deputising for Before and After School Club Senior Manager)**

**Grade 3 Sep 9 to 22 (£20,344 - £26,317 pro rata)**

**Temporary Contract to 31<sup>st</sup> August 2022 (in the first instance)  
18-20 hours per week, term time only (see timetable of working hours)  
Federation of Boldmere Schools, Cofield Road, Sutton Coldfield, B73 5SD**

**Telephone 0121 464 3656**

The Federation of Boldmere Schools are two very successful three-form entry schools comprising of Boldmere Infant & Nursery School and Boldmere Junior School. We work closely to ensure that we provide a successful educational journey for all pupils in our care.

Following the successful promotion of our previous deputy manager to a more senior before and after school provision leadership role we are seeking to appoint a dedicated and self-motivated individual with the relevant experience of working successfully in an incredibly well attended before and after school club to manage in her absence and deputise. This role is an essential element in ensuring the continued success of our well-established and over-subscribed school club.

You will be expected to work effectively within the management team to provide fun, safe and stimulating activities that support and develop children's learning, play, well-being and social skills. Our children attending this provision are absolutely wonderful, and we are certain you will enjoy working with them.

This will be a very busy and varied role and you will be expected to assist with the day-to-day running of the club, carrying out all associated tasks and duties as outlined within the job description. To be an effective member of our wonderful team of staff the successful applicant will possess excellent communication skills, be enthusiastic, creative, innovative, and have a good sense of humour. Administrative experience and use of computerised systems such as an on-line parent payment portal and Microsoft Office is essential. We offer a



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friendly supportive working environment with a commitment to the continued professional development of staff.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The successful application will require an enhanced disclosure from the Disclosure and Barring Service, and will be subject to all necessary pre-employment checks. This post is covered by part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for the role.

Informal visits to the club are encouraged, however due to the present Government guidelines we advise that you contact the club in the first instance and ask to speak with Kerema, Helen or Jayne on 0121 464 1343. For an application pack please see the Job Vacancies of the school website ([www.boldmere.bham.sch.uk](http://www.boldmere.bham.sch.uk)).

**The closing date for applications is 12:00 midday on Friday 25<sup>th</sup> June 2021.**

**Interviews for successful applicants will take place on Monday 5<sup>th</sup> July/ Tuesday 6<sup>th</sup> July 2021.**

**We look forward to welcoming the right candidate to our friendly setting.**



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