



**Victoria**  
ACADEMIES TRUST

## **Out of School club Manager for Breakfast and After School Club**

**Poppyfield Academy, Cannock**

# **Recruitment Pack**

Part Time and Permanent from 1<sup>st</sup> September 2025 Monday – Friday  
6:45am – 9am and 2:45pm – 6pm 27.5 hours per week, term time only

Pay scale: G6 SCP 15-20- c £27803 - £30296 (Pro rata )

#BeTheBestYouCanBe

# Welcome From the CEO

## **Thank you for your interest in joining the team at Victoria Academies Trust.**

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary-only trust, based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim **‘to make our people the best they can be’**. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our trust central team.

We may be ten schools, but our vision and values run through our Trust and we truly are a family, united in our ambition for our people ‘To Be The Best They Can Be’.

## **The opportunity:**

We are looking to recruit a permanent, full time lunchtime supervisor at Poppyfield Academy. Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org/job-vacancies)

We are committed to flexible working and are happy to have discussions with prospective candidates.



**Sharron Philpot**

**CEO**

**Victoria Academies Trust**



# About Us

## Our Mission

*Our mission is our reason for being - it is simply: to make our people the best they can be.*

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

## Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

**We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.**

**We have a positive influence on children's lives in areas where we can make the most difference.**

**We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.**

**We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.**

**We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.**

**Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.**

## Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



### Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



### Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



### Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



### Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



### Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

# What we can offer you

Joining Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



## Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



## Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



## Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust -both as teaching and non-teaching colleagues.



## Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable to to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



## Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

**We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.**

**If you're ready to make a significant impact and grow with us, we would love to welcome you to our team**

# Our Schools, Our Journey



**2012**

Victoria Park  
Primary becomes  
Victoria Park  
Academy



**2014**

Victoria  
Academies Trust  
founded



**2014**

Rowley Park  
Academy,  
Staffordshire join  
as first sponsor  
school



**2014**

Devonshire  
Infant and Junior  
Academies,  
Sandwell join as  
converter schools



**2017**

Birchen Coppice  
Academy,  
Worcestershire  
join as a sponsor  
academy



**2016**

Fibbersley Park  
Academy, Walsall  
join as a sponsor  
academy



**2015**

Northfield  
Manor Academy,  
Birmingham join  
as a converter  
academy



**2018**

Foley Park  
Academy,  
Worcestershire  
join as a converter  
academy



**2019**

Poppyfield  
Academy,  
Staffordshire  
opens as our first  
Free School



**2022**

Elm Tree  
Academy,  
Sandwell opens  
as our first SEND  
Free School



# Role Overview

Manager for Breakfast and Afterschool club

Poppyfield Academy

Part Time and Permanent from 1st September 2025

Monday – Friday 6:45am – 9am and 2:45pm – 6pm 27.5 hours per week, Term time only

Pay scale: G6 SCP 15-20 – c £27803 - £30296 (Pro rata)

Poppyfield Academy is a one form school in Cannock which became part of the Victoria Academies Trust in 2019. We are a close-knit family of schools who share a passion for powerful, immersive and creative learning.

We are looking for a manager to support and lead the development of our own Breakfast and After school club. Experience of working within a school setting or previous experience within a similar role would be an advantage.

If you enjoy working in a busy environment, are well organised and efficient, we want to hear from you.

As a school, we can offer the successful candidate:

- A commitment to continuing professional development
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. This post is subject to an enhanced DBS Check.

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 this role.

For further details and application pack, please collect from the school office, email : [headteacher@poppyfieldacademy.org.uk](mailto:headteacher@poppyfieldacademy.org.uk) or alternatively by telephoning 01543 758030.

Please return completed applications marked for the attention of Headteacher Rebecca Scordis, Poppyfield Academy, Bishop Street, Cannock WS12 4RY

Closing Date: 12<sup>th</sup> June 2025

Interviews: 19<sup>th</sup> and 20<sup>th</sup> June 2025





# Job Description

## Responsibilities of the role

### Lunchtime Supervisor – Poppyfield Academy

#### Position profile

Job title: Breakfast and afterschool club manager

Responsible to: Headteacher

Line Manager: Headteacher

Part Time and Permanent from 1st September 2025 Monday – Friday 6:45am – 9am and 2:45pm – 6pm 27.5 hours per week

Pay scale: G6 SCP 15-20– c £27803 - £30296 (Pro rata )

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

To assist the Head Teacher with the supervision of children before, during and after the midday meal.

#### Role Overview:

To facilitate and build children's play in a safe and stimulating environment. To plan, organise and deliver play activities, ensuring they are engaging and educational. To provide a high level of care and supervision, helping children develop socially, emotionally, and physically. To lead other playworkers to ensure all children get the very best care.

#### Main Activities:

- Manage, supervise and support Out of School Club staff to ensure a high level of service for the children
- Monitor progress of club- need/ uptake/ capacity
- Ensure awareness and knowledge of school policies/procedures to appropriately manage Out of School club staff
- Create a stimulating, clean and safe environment, including the outdoor area
- Create a weekly food plan.
- Monitor and evaluate children's responses to activities through observation evaluating and adjusting activities, as appropriate to meet the needs of the children
- Ensure appropriate staff ratios are maintained at all times, maintaining rotas of work for all staff
- Ensure that children's contact details are up to date and key information is passed to Out of School Club staff
- Ensure appropriate equipment and resources are available and in good condition
- Working within the agreed budget, order appropriate supplies as necessary.
- Maintain appropriate hygiene standards complying with Food Handling regulations

- Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities.
- Assist with the promotion and publicising the club.
- Be aware of the timetable of activities and identify the expected tasks required.
- Assist with the setting-up of the club each day when required.
- Assist with the preparation and serving of food as appropriate.
- Be responsible for the management of the behaviour of pupils attending the club.
- Assist with the tidying of the venue after use and ensure the secure storage of resources and equipment used
- Be responsible for administering and maintaining a registration or signing in system.
- Help create related promotional displays for the club in the school.
- Support the aims and values of the school and Academy Trust
- Set a good example in terms of punctuality, behaviour and attendance.
- Be responsible for management of stock and regular audits of resources.
- Be responsible for ensuring the maintenance, cleanliness and safety of specialist equipment.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support the development of pupils with special educational needs and/or disabilities.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training, other learning activities and performance development as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

#### **Note**

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

# Person Specification

## Breakfast and Afterschool club manager- Poppyfield Academy

	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 2 or equivalent childcare qualification or willingness to work towards such a qualification.</li><li>• First Aid qualification or willingness to achieve as soon as possible.</li><li>• Food Hygiene qualification or willingness to achieve as soon as possible.</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Understands what safe and sensible play looks like</li><li>• Know how to support and encourage positive play activities appropriate to the children's age</li><li>• Patience and the ability to stay calm</li><li>• Ability to take a firm but fair approach to handling behaviour issues in line with school policy</li><li>• The ability to work as part of and lead a successful team</li><li>• Skilled in communicating with children, parents and with school staff</li><li>• Able to build effective relationships with children</li><li>• Understanding of child development through play and learning</li><li>• Ensuring the health, safety and welfare of children</li><li>• Be responsible for safeguarding and child protection issues</li><li>• Be responsible for the needs of disadvantaged groups and special educational needs</li><li>• Able to plan activities for children which engage and support development</li><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to take own initiative and take action accordingly</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enjoyment of working with children</li><li>• Sensitivity and understanding, to help build good relationships with pupils</li><li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding pupil's wellbeing and equality</li><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• learns continuously and effectively adapts behaviour in response to feedback.</li><li>• shares and listens to information, opinions and ideas, using a range of effective approaches.</li><li>• Support the visions and values of the Trust.</li></ul>

\*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



## Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

## Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

## Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: **[VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)](#)**



**Victoria Academies Trust**

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