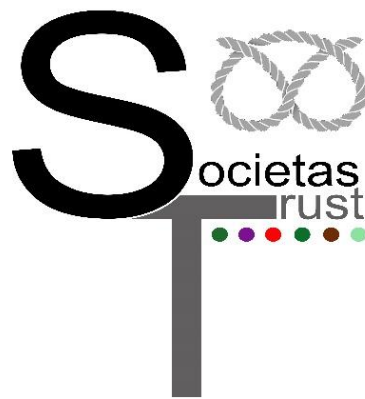




The Societas Trust



Recruitment Pack

JOB TITLE – Wraparound Care Club Manager

CLOSING DATE –Friday 21st August 2026

INTERVIEW DATE – TBC

SETTING – Goldenhill Primary Academy

“Great Learning Opportunities For All”

<https://www.societatrust.org.uk/>

Message from the CEO of the Trust

Dear applicant

Thank you for your interest in the position of Teaching Assistant at Carmountside Primary which is part of the The Societas Trust. Our Trust currently consists of:

Alsagers Bank Primary Academy

Ash Green Primary Academy

Ball Green Primary Academy

Burnwood Primary School

Carmountside Primary Academy

Ellison Primary Academy

Gladstone Primary Academy

Goldenhill Primary Academy

Oaklands Nursery School (Associate member)

Summerbank Primary Academy

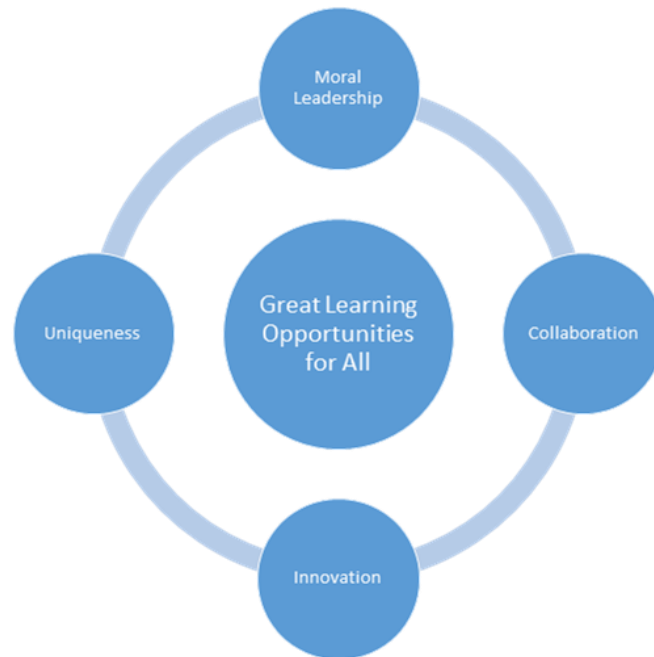
The Societas Trust is a successful partnership between ten schools in North Staffordshire. We share a belief that the needs of children are best met when schools collaborate and cooperate and are able to maintain close links with the communities they serve. Whilst it is crucial for us to support the development of the unique identity of each school in the partnership, we also believe that by developing and promoting innovative and creative approaches to learning and teaching across the trust, we will ensure that our children have the very best opportunities to excel academically and develop socially. We believe that children learn best and thrive in environments that promote and foster self-belief, the love of learning and high expectations of themselves and others. I would like to extend my very best wishes to all the pupils, teachers, governors and parents/carers across The Societas Trust for their future success.

Jon Lovatt



Vision and Values of The Societas Trust.

'To create a sustainable, professional community, where all learners are valued and encouraged to achieve their potential, and all individuals are respected.'



Whilst our shared drivers and values, depicted above, underpin the ethos and culture of the Trust, each setting is also valued as an individual entity with its own special identity. So, at Societas:

All settings work collaboratively, not competitively – there is no lead setting;

Each setting retains its own senior leadership team and business manager;

Each setting retains its own local governing board.

Our shared values include:

*Honesty
Transparency
Trust
Challenge
Integrity
Accountability
Respect
Moral Leadership
Professional regard
Collaboration
Physical Health and Well-Being for all*

Our Settings

[Alsagers Primary Academy.](#)



Alsagers Bank Primary Academy is proud to have become part of The Societas Trust in September 2021.

Alsagers Bank Primary Academy is a small, semi-rural primary school located on the outskirts of Newcastle under Lyme with 157 pupils on role from Nursery to Year 6. (September 2024). We have 7 classes throughout the school and 28 staff. We work closely with Bee Active Childcare who provide 2 year old provision on our site and Bee Active who offer holiday club provision to the local community during all school holidays.

Our main school building, which dates back to 1836, is set within generous grounds with large school fields on which a dedicated area to Forest Schools has been developed and this theme of Forest Schools is reflected in our school corridor decoration.

[Ash Green Primary Academy](#)



Ash Green Primary Academy is a nurturing environment where all children feel valued, happy and secure. As a family, we learn together, laugh together and take care of each other in a school community which is passionate about caring for the body, heart and mind. Equality, fairness and respect are paramount as is our unshakeable belief that all children have an entitlement to world class opportunities regardless of background.

We aspire for all children to have a love of learning, be curious about the world we live in and to have the confidence to try new ideas and take risks. Children embrace unique talents as well as ensuring that we are 'achieving the best, together'. All within our school family take pride in the role they have by striving for excellence and not perfection. These core values mean that all children achieve their personal bests by having high expectations of themselves and others. A carefully designed curriculum and assessment system, bespoke to our school context, allows our children to make sense of the world and their place in it, as well as respecting and valuing other individuals and communities.

Ash Green has strong collaborative links with all settings within The Societas Trust. The team are outward facing in their pursuit of self-sustaining school improvement.



[Burnwood Community School](#)

Burnwood Community School is a fast paced, exciting and creative school that works hard to ensure that the whole school community is supported. The achievement of our children is our top priority and everyone supports our ethos and school mission statement of 'working together to achieve our best'.

At Burnwood we support and challenge every child, to be resilient, to work hard and to do their best. We work collaboratively across the Trust and beyond to promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise.

All members of the school team share the school values and have the drive to secure rapid and sustained improvement whilst also developing the culture and ethos of the school. We prioritise staff wellbeing and are deeply committed to investing in staff at every level of our organisation through clear professional development pathways and opportunities.



[Carmountside Primary Academy](#)

Carmountside Primary Academy is a happy, warm and friendly school serving Abbey Hulton and the wider community to ensure that all children achieve more than they ever thought possible. We have a hardworking, dedicated team who provide the best for our children so they leave us having developed into confident, healthy individuals with the strength of character that enables them to achieve their full potential. We are committed to raising standards and have consistently high expectations of our children both academically and socially.

We are proud of the wide range of opportunities we offer our children. We aim to make learning enjoyable, allowing every individual to succeed in a safe, secure environment. Through our broad and balanced curriculum, we strive to create life-long learners with a hunger for knowledge whilst developing skills and values to become tolerant and respectful young people. We believe that every child has the right to quality education and that this is achieved when parents and schools work together in partnership.

[Ellison Primary Academy](#)



Ellison Primary Academy is a busy but friendly academy, where lots of exciting learning happens. We place great emphasis on children enjoying their learning experience, as well as reaching the highest possible standard of achievement. It's not just about remembering dates and facts...it's also about igniting an interest in learning that will last a lifetime. This would not be possible without our wonderful teaching and support staff. They are dedicated to making sure that all our children enjoy their time here and reach their full potential.

Our school vision is, 'Developing a caring family of creative, critical and collaborative learners'; this is achieved in our highly supportive and caring environment, where children feel safe to make mistakes, learn from those mistakes and become confident, independent learners.

[Gladstone Primary Academy](#)



Gladstone is a two-form entry Primary School situated in Longton with we currently have over 470 pupils on roll. The school was built in 2009 and we have fantastic facilities in our impressive 'state of the arts building and grounds'. Gladstone is a nurturing school where everyone's contribution is valued. We have a talented and dedicated team and a forward thinking and ambitious Governing Board. Our fantastic pupils are well mannered and polite and play an active role in the running of our school and our parents are very supportive and work well with us. We serve as a hub for our local community.

[Goldenhill Primary Academy](#)



At Goldenhill Primary Academy, we are dedicated to providing a strong foundation for every child to thrive, both academically and personally. Our mission is to help each pupil reach their full potential in a nurturing and supportive environment. Central to our ethos are values of respect, exemplary behaviour, and inclusivity, which we foster in all members of our school community, regardless of age, gender, religion, or ability. At Goldenhill, we truly believe in 'Developing the Individual.'

Our provision is designed to inspire a genuine love of learning, which we see as the cornerstone of academic success. We are committed to continuously improving outcomes for all our pupils, ensuring they are well-equipped to meet the challenges ahead. As a fully inclusive school, we warmly welcome students with special educational needs and disabilities, and are dedicated to providing the support they need to flourish.

[Oaklands Nursery School](#)



We are one of the last 2 remaining standalone Local Authority Maintained Nursery Schools in Staffordshire. We work closely with The Societas Trust as an associate partner, which is comprised of 8 primary settings in North Staffordshire, including Ellison Primary Academy. We provide education for children aged two to five years with a caring, passionate and experienced staff team.

At Oaklands, we put the children at the heart of all we do, providing a truly child centred, creative and holistic approach to early years education. Our approach nurtures and empowers children to be curious, make their own choices and become confident and resilient individuals. Through this approach, we aspire to foster a lifelong love of learning. Staff are exceptionally skilled at knowing each child's interests, needs and next steps. The partnership with the Trust makes a positive difference to leaders, staff and children due to the enhanced range of opportunities, training and support provided.

[Summerbank Primary Academy](#)



Summerbank is a large, multicultural primary school situated in the north of Tunstall.

We provide children with an engaging, high quality, all round education in a vibrant, well-resourced and inclusive environment. We see our school as a family and we take pride in creating a caring and supportive ethos where each member thrives, our motto is 'together we grow'.

Children in our school are happy, polite and keen to learn and our talented and creative staff work hard to make sure every child has the opportunity to reach their full potential. Our curriculum is relevant and engaging and is taught well, this along with high expectations and a committed staff team ensures that children have good progress and attainment.

We are privileged to have a school community where a high proportion of our children and families originate from different areas across the world, bringing together a richness of culture and language which we celebrate at Summerbank. We want our children to take advantage of all the opportunities life has to offer - we plant the seed to grow their dreams.

Ball Green Primary School



Every child. Every chance. Every day.

Ball Green Primary School is a welcoming, medium-sized school and nursery serving the Norton, Ball Green and nearby communities. We take pride in building strong, supportive relationships with children, families and the wider community, creating a respectful and caring environment where everyone can thrive together.

Our vision is to be a "school of smiles," where every child is happy and given the opportunity to grow and improve every day. We focus on nurturing the whole child through an inclusive, fair and consistent approach. Our goal is to prepare every child socially, emotionally and academically for success in the modern world.

We offer tailored support, including nurture groups and alternative provision for children needing extra help. From April 2026, we will expand our support with a new specialist provision for children facing social, emotional and mental health challenges.

Our curriculum is designed to deepen knowledge, skills and vocabulary through a progressive, text-based approach. We encourage cross-curricular learning and outdoor activities to inspire children, while integrating technology to prepare them for the future. At Ball Green, we aim to create confident, well-rounded learners who are ready to embrace their diverse futures.

Employee Benefits.

As a valued member of staff or governor at The Societas Trust, not only will you be part of an organisation that is dedicated to ensuring 'Great Learning Opportunities for All', which is embedded in our core values of Moral Leadership, Collaboration, Uniqueness and Innovation, you will also have access to a wide range of employee and governor benefits enabling you to thrive. These include:

- Automatic enrolment into guilt edged pension schemes: Teachers' Pensions Scheme for teachers; Staffordshire Local Government Pension Scheme for all other staff
- Cancer and Chronic Illness Support*
- Child Care Vouchers
- Counselling*
- Cycle To Work Scheme
- Discounted Gym Memberships
- Food Sensitivity Testing*
- Financial Wellbeing Support*
- Integrated GP Services*
- Long Service Award after 25 years' continuous service*
- Menopause Support*
- Mindfulness Support and 'Mastering Mindfulness' courses*
- Nurse Support*
- Physiotherapy*
- Private Medical Operations
- Recognition of relevant continuous service on appointment
- Staff Workshops, including Health Screening and Stress/Mindfulness Workshops
- Virtual Gym*
- Weight Management*
- Wellbeing Day - an additional day off work for your wellbeing
- Wide Range of Continuing Professional Development and Career Progression Opportunities

*These benefits are also available to our governors

(Please note that terms and conditions apply to some benefits)



Wellbeing



Job Description

Job Title:	Care Club Manager
Grade	Level 5 (point 7-12)
Hours:	25 hours per week (term time only)

Job Context

Purpose of the Role

The Care Club Manager will work under the direction of the **Academy Business Manager and Headteacher** to ensure the effective, safe and efficient operation of the Academy's wraparound care provision.

The post holder is responsible for the day-to-day leadership, organisation and management of the Academy's Breakfast Club and After School Club, providing a safe, caring, stimulating and inclusive environment where children are happy, engaged and supported to develop socially, emotionally and physically.

The Care Club Manager will ensure the provision operates in line with statutory requirements, safeguarding guidance, health and safety legislation and Academy policies, whilst promoting high standards of childcare, wellbeing and customer service.

Main Responsibilities

Leadership and Management

- Lead the day-to-day operation of the Breakfast Club and After School Club.
- Ensure the provision offers a safe, welcoming, inclusive and nurturing environment for all children.
- Line manage, supervise and support Care Club Assistants, ensuring high standards of practice.
- Organise staff deployment to maintain appropriate adult-to-child ratios at all times.
- Plan, organise and evaluate the daily routines of the provision.
- Develop a varied programme of engaging indoor and outdoor activities suitable for children across the primary age range.
- Promote high standards of behaviour in line with the Academy Behaviour Policy.
- Contribute to the continuous improvement and development of the Academy's wraparound care provision.
- Ensure all statutory guidance and Academy policies are implemented consistently.

Childcare and Pupil Wellbeing

- Build positive relationships with all children, creating an environment where they feel safe, secure and valued.
- Promote children's emotional wellbeing, confidence, independence and resilience.

- Encourage positive behaviour, cooperation and respect.
 - Plan opportunities for play, creativity, physical activity and relaxation.
 - Ensure all children have equal access to activities regardless of need or ability.
 - Support pupils with SEND, medical needs or additional vulnerabilities in line with individual plans.
 - Promote healthy lifestyles through appropriate activities and healthy food choices.
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Food Provision

- Prepare and serve healthy breakfasts and light refreshments in accordance with Food Standards Agency guidance.
 - Ensure all food preparation and storage complies with food hygiene regulations.
 - Maintain accurate records of allergies, dietary requirements and medical needs.
 - Monitor food stock and submit orders when required.
 - Ensure kitchen areas are cleaned and maintained to a high standard.
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Safeguarding

- Promote and safeguard the welfare of all children attending the provision.
 - Follow **Keeping Children Safe in Education**, Working Together to Safeguard Children and Academy safeguarding procedures.
 - Report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
 - Maintain confidentiality and professional boundaries at all times.
 - Ensure visitors and authorised collections are managed safely.
-

Health, Safety and Compliance

- Ensure the provision complies with all Health and Safety legislation and Academy procedures.
 - Complete daily risk assessments of indoor and outdoor environments.
 - Ensure equipment is safe, well maintained and fit for purpose.
 - Administer first aid where required and maintain accurate records.
 - Ensure all accidents, incidents and near misses are recorded and reported appropriately.
 - Ensure emergency evacuation and lockdown procedures are understood and followed.
 - Maintain accurate attendance registers and ensure all children are signed in and out by authorised adults.
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Administration

- Maintain accurate attendance and booking records.
- Complete accident, incident, behaviour and first aid records.
- Liaise with the Academy Office regarding bookings, payments and registers.
- Monitor resources and equipment and report any maintenance issues.

- Support the Academy Business Manager with ordering resources and maintaining budgets.
 - Ensure records are maintained in accordance with GDPR and Academy procedures.
-

Partnership Working

- Develop positive relationships with parents, carers and families.
 - Communicate professionally and courteously with parents regarding children's wellbeing and attendance.
 - Work closely with teachers and support staff to ensure consistency of expectations and support.
 - Liaise with external agencies where appropriate and directed by the Headteacher.
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Professional Responsibilities

The Care Club Manager will:

- Attend staff meetings, safeguarding updates and relevant professional development.
 - Maintain up-to-date knowledge of childcare, safeguarding and health and safety requirements.
 - Promote the Academy's vision, values and ethos at all times.
 - Demonstrate professionalism, integrity and confidentiality.
 - Act as a positive role model for pupils and colleagues.
 - Undertake any other duties commensurate with the grade of the post as reasonably directed by the Academy Business Manager or Headteacher.
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Person Specification

Qualifications

Essential

- Level 3 qualification in Childcare, Play work, Teaching Assistant or another relevant childcare qualification.
- GCSE Grade 4/C or above (or equivalent) in English and Mathematics.
- Paediatric First Aid qualification or willingness to obtain.
- Food Hygiene Certificate or willingness to obtain.

Desirable

- Level 3 Play work qualification.
 - Designated Safeguarding or Safeguarding training.
 - Leadership or management qualification.
 - Training in behaviour management or inclusion.
-

Experience

Essential

- Experience working with primary-aged children.
- Experience planning engaging activities that meet the needs of children of different ages.
- Experience promoting positive behaviour and wellbeing.
- Experience working effectively as part of a team.

Desirable

- Experience managing a Breakfast Club, After School Club or wraparound childcare provision.
 - Experience supervising or leading staff.
 - Experience administering first aid.
 - Experience preparing and serving food within a childcare setting.
 - Experience managing budgets or resources.
-

Knowledge and Understanding

Essential

- Good understanding of safeguarding and child protection procedures.
- Knowledge of child development and the needs of primary-aged children.
- Understanding of positive behaviour management strategies.
- Knowledge of health and safety requirements within childcare settings.
- Understanding of equality, diversity and inclusion.
- Awareness of food hygiene requirements.

Desirable

- Knowledge of the National Wraparound Childcare Programme.
 - Understanding of Academy financial procedures.
 - Knowledge of Ofsted expectations for wraparound childcare.
-

Skills and Attributes

The successful candidate will demonstrate:

- Excellent organisational and leadership skills.
- Strong communication and interpersonal skills.
- Ability to build positive relationships with children, families and colleagues.
- Ability to motivate and lead a team.
- Calm and professional decision-making under pressure.
- Good problem-solving skills.
- Ability to work independently and use initiative.
- High expectations of behaviour, conduct and customer service.
- Flexibility, reliability and a positive attitude.

- Commitment to safeguarding and promoting children's welfare.
-

Personal Qualities

The successful candidate will:

- Be caring, approachable and nurturing.
 - Be enthusiastic, energetic and approachable.
 - Demonstrate integrity, professionalism and confidentiality.
 - Be committed to providing an outstanding wraparound care experience.
 - Be an excellent role model for children.
 - Support and promote the Academy's vision, values and ethos.
 - Demonstrate resilience, initiative and a commitment to continuous improvement.
-

Safeguarding Statement

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, online searches and all other safer recruitment checks in accordance with **Keeping Children Safe in Education**.

General

This job description is not intended to be exhaustive. It outlines the main duties and responsibilities of the post at the date of appointment. The post holder may be required to undertake other duties appropriate to the grade of the post, as reasonably directed by the **Academy Business Manager or Headteacher**, to meet the changing needs of the Academy

Application Guidance:

If you decide to apply for this post applicants are required to complete an application form, CVs will not be accepted. Your formal letter of application (supporting statement) should be no more than 1300 words and should include:

- Why you are attracted to the post
- How your experiences and achievements address the job description and personal specification

For further details and to request an application form please email ssharman@goldenhillprimary.org.uk / visit the academy or The Societas Trust website.

Visits to the Academy are strongly encouraged prior to application, to arrange please call the office on 01782 235790

Deadline for applications: Friday 21st August 2026

Interviews: TBC

If you have not received communication from the academy inviting you for interview within 14 working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

Safeguarding:

Goldenhill Primary Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act (1974) and all shortlisted candidates will be asked to complete a criminal record self-declaration and be subject to references and online social media checks. Appointment to the post will be subject to a satisfactory enhanced check by the Disclosure & Barring Service.

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: www.bia.homeoffice.gov.uk/employers/

For More information about The Societas Trust, please visit our website:

<https://www.societatrust.org.uk/>