



After School Club Manager

JOB INFORMATION PACK

After School Club Manager

Job description

Job title: After School Club Manager

Reports to: CEO

Contract type: Part-time, fixed term post until 31/08/2027

Location: Endeavour Centre, Earl Marshal Road, Fir Vale, Sheffield, South Yorkshire, S4 8FB

Hours: 25 hours per week

Hours must include 1:30pm to 6:45pm (with 15 min unpaid break - tbc) Monday to Friday during term time.

Salary: Actual salary range (25 hrs p/wk, 40 weeks p/a): £17,200 (C.1) - £20,196 (C.10).

Actual starting salary range (25 hrs p/wk, 40 weeks p/a): £17,200 (C.1) to £18,472 (C.5)

This role sits at the heart of Endeavour's children's and youth services, providing day-to-day leadership of our After School Club (Wrap Around Care) delivery while also contributing expertise in Early Years, primary age practice and community engagement.

The post holder will report directly to our CEO and work closely with our Head of Operations to ensure children and young people experience a consistent, nurturing and high-quality offer across our Wrap Around Care, Alternative Provision, community and youth programmes.

The role also line-manages play work staff and placement students, acting as a key link between frontline delivery, organisational strategy and external partners.



Key responsibilities

- Lead the day-to-day operational management of Endeavour's Wrap Around Care provision, ensuring high-quality, nurturing, and Ofsted-compliant practice.
- Plan, deliver and oversee creative, stimulating and developmentally appropriate play and learning opportunities for children across Early Years, primary and early secondary age ranges.
- Provide professional leadership, ensuring all practice aligns with Ofsted & EYFS requirements as appropriate, safeguarding standards and best practice in childhood development.
- Line-manage, support and develop the staff team, including playworkers, volunteers and placement students, fostering a reflective, skilled and child-centred workforce.
- Ensure all staff & volunteers maintain accurate administrative systems, including registers, bookings, financial processes, children's records and compliance documentation.
- Build strong, trusting relationships with parents and carers, ensuring effective communication, smooth transitions, and high levels of family engagement.
- Lead the coordination and delivery of community youth engagement activities, strengthening links with local young people, families and community partners.
- Develop and sustain positive partnerships with schools, Early Years settings, Sheffield City Council, community organisations and other stakeholders to ensure integrated support for children and young people.
- Monitor, evaluate and report on service performance, sharing updates with the Senior Leadership Team, funders and Trustees.
- Contribute to budgeting, resource planning and fundraising activity, ensuring services are delivered sustainably and efficiently.
- Ensure a safe, secure and inclusive environment, overseeing risk assessments, health and safety, safeguarding procedures and first-aid responses.
- Support the development, review and implementation of relevant organisational policies and procedures, helping to maintain high standards across all children's and youth services.



What we're looking for

Essential

- A recognised Level 3 qualification (or above) related to one of the following:
 - Early Years Education
 - Childcare
 - Play work
 - Youth Work
 - Teaching Assistant / Learning Support
- Commitment to delivering play work as the core component of our After School Club.
- Proven experience leading play work, childcare, Early Years provision, including direct responsibility for safeguarding, staff supervision and day-to-day operational management - within an EYFS-regulated setting, including familiarity with inspection requirements and quality frameworks .
- Strong understanding of child development and inclusive practice, with the ability to design and deliver engaging, developmentally appropriate activities for children across Early Years and primary ages.
- Excellent communication and relationship-building skills, with the ability to work effectively with children, parents, schools, community partners and a diverse staff team.
- A child-centred, proactive and highly organised approach, demonstrating resilience, reliability, sound judgement and the capacity to manage multiple priorities in a fast-paced environment.

Desirable

- UK Drivers' License
- Safeguarding and/or First Aid training
- Background in community youth engagement or neighbourhood-based programmes, particularly involving partnership work with schools, local authorities or community organisations.
- Experience supporting children with SEND or additional needs, including adapting practice to ensure inclusion, emotional safety and positive behaviour support.
- Ability to contribute to service development, such as designing new activities, supporting fundraising or shaping policies and procedures to improve quality and impact.



Our offer to you

Benefits and compensation

- Salary range FTE: £28,423 (C.1) - £33,374 (C.10) - incremental points received annually. Starting salary range FTE: £28,423 (C.1) to £30,526 (C.5)
- Actual salary range (25 hrs p/wk, 40 weeks p/a): £17,200 (C.1) - £20,196 (C.10). Actual starting salary range (25 hrs p/wk, 40 weeks p/a): £17,200 (C.1) to £18,472 (C.5)
- 25 days annual leave, plus 3 days to be taken between Christmas and New Year, plus bank holidays, pro rata for part-time staff. Annual leave increases after 1 years' service to 26 days, followed by an extra day a year up to a maximum of 30 days. Holidays are expected to be taken during school holiday periods.
- Entry to stakeholder pension scheme available immediately with 4% employer contribution plus 4% employee contribution
- Enrolment in Westfield Health Scheme (after passing probation)
- Holiday buying and selling scheme
- Supportive coaching and development
- Ongoing training opportunities
- A fun, purpose-driven environment with a passionate, tight-knit team and plenty of tea and coffee to keep you going!

Endeavour is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake enhanced disclosure checks for all roles within Endeavour. Having a criminal record will not automatically exclude applicants.



About us

Endeavour Training Ltd is a Sheffield-based charity with over 65 years of experience supporting young people facing significant life challenges. We specialise in personal development, education, and adventure-based learning, helping individuals build confidence, develop essential life skills, and take positive steps towards a brighter future.

Our work is rooted in a belief that every young person deserves the opportunity to fulfil their potential, regardless of their background. Through hands-on activities, accredited education, and meaningful social action, we engage those who may not thrive in traditional settings, offering a supportive and practical pathway to success.

Endeavour is proud to be at the heart of the communities we serve, working in partnership with schools, local services and families to deliver tailored support that makes a lasting difference.

Meet our team



Ed Thatcher

CEO



Rachel Stockton

Director of Finance



Hannah Shaw

Head of Operations



How to apply

If you're excited about helping us make a difference to young people, we'd love to hear from you. Apply by emailing your C.V to recruitment@endeavour.org.uk and answering the following questions:

Q1: Have you got an appropriate or relevant Level 3 Qualification?

Q2a: How many years' experience leading childcare, Early Years, play work or youth provision have you got?

Q2b: Were you operating at management level?

Q3: What age ranges you have worked with?

Q4: Are you happy and able to commit to the hours described in the job advert?

Q5: Are you interested in developing work to accrue additional hours over the holidays?

Q6: In 250 words or less, please give an example of how you have supported a child or group with differing needs (e.g., SEND, behavioural, or emotional needs) and the strategies you used to ensure their inclusion, safety and positive engagement.

Q7: In 250 words or less, please describe a time when you had to address underperformance or challenging behaviour from a member of staff or volunteer. What steps did you take, how did you balance support with accountability, and what was the outcome?

CONVICTIONS

Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? YES / NO

If yes, please give details below, date of caution; bind over or conviction; Court; type of offence and sentence imposed or type of conviction pending.

NOTE

1. You are advised that under the provision of the rehabilitation of Offenders Act 1974, (Exceptions) Amendment Order 1986 a person should declare all convictions where working with children/vulnerable.
2. Telling us about a conviction does not automatically exclude applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of work for which they have applied.
3. The information provided will be treated as strictly confidential and will be considered only in relation to this job application.



Applications close: Wednesday the 25th February 2026 at 1pm

Interviews will take place : Wednesday 11th March, Monday 16th March and Tuesday 17th March 2026.

If you have any questions in the meantime, don't hesitate to get in touch at recruitment@endeavour.org.uk. We look forward to receiving your application!





endeavour
empowering young people