



Billingshurst Primary Academy

Headteacher: Ms Marion Ley

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Ambition
Belonging
Courage

Before/After School Club Lead

Term time only

Up to 25 hours Monday - Friday between 07:15 - 09:00 am and 15:00 -18:15

Salary: SLT support grade F - G £27,254 - £32,061 fte (Actual starting salary £15,397.81 - £18,155.19 based on 25 hours per week)

Billingshurst Primary Academy is seeking applications for the position of Before/After School Club Lead. We are looking for an organised, and experienced individual to manage our Breakfast and / or After-School provisions.

The successful candidate/ candidates will take full ownership of the daily operations, ensuring a high-quality service that aligns with the school's values and safeguarding requirements.

Key Responsibilities

- Operational Management: Overseeing the daily setup and delivery of morning or afternoon sessions.
- Staff Supervision: Leading a small team of assistants, including rota management and providing clear direction during sessions.
- Program Planning: Designing a structured timetable of activities that balances physical play, creativity, and quiet time.
- Compliance & Safety: Acting as the designated lead for safeguarding within the club, maintaining accurate registers, and ensuring all health and safety (including food hygiene) protocols are met.
- Administration: Working with the school's FLO and office team to manage bookings, parent communications, and resources.

Application Process

If you would like to apply for this post please submit a letter of application, no longer than two sides of A4. In your letter please focus on the following:

- ***The skills and expertise that you will bring to the role evidenced through examples of your experience and successes to date***
- ***How you meet the wider person specification***

The attached job description details the overarching responsibilities commensurate with the role.

[Job Description](#)

Billingshurst Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check along with other relevant employment checks.

Deadline: 8th March 2026



**Artsmark
Gold Award**
Awarded by Arts
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