



Riverside School Lighthouse Club

We are always looking for exciting new ways to develop the Lighthouse Club provision and we are happy to present an amazing role that is available in the Lighthouse Club provision to support with its future development. This is a great opportunity for current and new staff. This is a fixed term contract until 31.03.2028 with the potential to extend.

Come and join us on the next phase of our journey.

We are currently recruiting for the following vacancy:

Lighthouse Club Manager

BR10-11, 28.8 hours per week, all year round

£28,169 - £31,067 actual per annum

Riverside School operates Saturday Clubs and holiday clubs under contract for the London Borough of Bromley. Our aim is to provide a wide range of differentiated activities with an emphasis on fun to meet the varied and complex needs of our pupils aged 5 to 18.

Our Lighthouse club runs for two Saturdays per month during term time and also on some dates during the school holidays. The extended service club is open from 10am until 4pm. We require a Lighthouse Club Manager who is able to work with a wide range of stakeholders to support the day to day management of the Club and its future development.

Riverside School operates on four sites, however the Lighthouse club only takes place at our St Paul's Cray site in Orpington. Previous experience of supporting children and young people with complex needs, plus experience within a leadership role would be an advantage.

If you would like the opportunity to work with and support our children and young people please contact Helen Movahedi, Assistant Headteacher for further information; helen.movahedi@riverside.bromley.sch.uk

Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment with enthusiasm and excellent attendance. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.

Closing date for applications: Monday 9th November 2026 at 12pm.

LONDON BOROUGH OF BROMLEY

LIGHTHOUSE CLUB MANAGER

Job Description



Grade: BR10-11
Headteacher

Department: Riverside School

Reports to: School Business Manager and Assistant

Main purpose of the job

To lead and manage the co-ordination and delivery of a high quality specialist Lighthouse club for children and young people with complex needs, ensuring the service meets the needs of the children and young people that it serves and that the provision provides high quality opportunities, ensuring high standards of safeguarding, within the standards and guidelines set by the contract terms, Riverside School; and Ofsted.

Key Contacts

The post holder works closely with Senior leaders and staff within Riverside school. The post holder will also work closely with the pupils and staff to promote the provision, ensure high quality supervision, and provide opportunities and activities of a high standard. This may include external visits and experiences.

The post holder will liaise regular with Riverside's Senior Leadership Team.

TASKS

1. To lead the scheme's staff ensuring adherence to Riverside School's policies and procedures and in line with the school's ethos, that all pupils should be all that they can be.
2. To manage and co-ordinate the delivery of a high-quality extended services club under the terms of the contract with London Borough of Bromley.
3. To be responsible for the allocation of extended services placements, liaising with children's disability team, local authority or Riverside School as appropriate.
4. To manage a financial budget and manage finances arising from the operation of the scheme including invoicing, budget control and staffing.
5. To support Senior Leaders with regards to OFSTED in respect of the scheme to ensure that the provision operates within standards and guidelines set by Riverside School and OFSTED.
6. To provide appropriate high standard provision, through resources, activities and experiences taking into account children and young people's complex needs, necessary risk assessment, and financial controls.
7. To recruit, appoint and deploy suitably qualified staff to work on the extended services club and to liaise with Human Resources to ensure that all safeguarding processes are followed and completed prior to their engagement.

8. To manage the staffing rota to ensure adequate staffing levels, and medical training are in line with the children and young people's complex needs.
9. To ensure staff complete training in response to individual children's requirements and the requirements of the scheme as a whole. To deliver training as appropriate and to facilitate the commissioning of training provision as required. To include (but not limited to) Moving Handling, Safeguarding, Hygiene, Health and Safety and Medical Needs.
10. To liaise with the Local Authority and transport providers to co-ordinate arrangements for transport where applicable.
11. To lead the extended service club team leaders in developing and delivering high quality provision, and to motivate and develop staff to ensure they operate as a team in the best interests of the children and young people they are supporting.
12. To ensure the provision operates in line with Riverside School procedures with a particular regard to child protection and safeguarding issues; and to be the named Designated Safeguarding Lead within the provision for all safeguarding matters.
13. To ensure that there is a fully trained Nurse on site at all times and to complete necessary first aid training.
14. To organise external visits within the community and complete all appropriate paperwork in line with the school's 'Learning Outside the Classroom process and policy'. This will involve completing risk assessments accordingly.
15. To organise external visits from wider members of the community to provide opportunities and experiences to further widen our children's worlds e.g. visits from the fire brigade.
16. To ensure that all recording of extended services information is in line with Riverside school practice, including safe guarding, health and safety.
17. To ensure regular training, recording and reporting is taking place.
18. To monitor and evaluate the service delivery and provide regular updates to line manager and the Governing Body.
19. To ensure confidentiality in all aspects of the service adhering and promoting good GDPR practice.
20. To undertake any other duties as required ensuring efficiency and professionalism of service. Holding all staff to account and following Riverside Schools policies, including Low Level Concerns and staff code of conduct.
21. To develop and maintain effective relationships with children, using a variety of one-to-one approaches and group support, to help them achieve their potential and have positive outcomes from attending the scheme.
22. Where appropriate, to liaise with other agencies about support needed, and to refer on, if necessary, to work with relevant professionals to consider new requests for pupils to attend the scheme.
23. To act as an advocate for families, if required, in their relationship with agencies and to understand the limits on confidentiality and your role as a Riverside staff member.

CONTACTS AND RELATIONSHIPS

1. Liaison with the Disabled Children's team and with social care insuring you are proactive in your approach
2. Liaison with families/carers; parents forums and service users

3. Liaison with a range of organisations to support the outcomes of pupils and their families
4. Provide the high standard and level of service that is expected as part of Riverside Schools wider community.
5. Attending any meetings and forums to positively support the welfare of children and young people and their families, who access the Extended service club.

LEADERSHIP AND MANAGEMENT

1. Management and supervision of staff working.
2. Budget management for the Extended Services budget in relation to resources ensuring not to exceed the budget allocated.
3. Attend CAMHS appointments with families as required
4. Attend CIN meetings with respect to the Extended Service provision and the pupils accessing as required
5. Attend CP Conferences in relation to the Extended Service provision and the pupils accessing as required
6. Prepare reports for Social Workers and other professionals when/if requested
7. Highlight pupils requiring one to one/ two to one support at the provision and ensuring relevant trained staff are able to support.
8. Support and sign post families/carers in regards to Bromley Services that may be available to support them.
9. Further training to support children and team e.g. youth MHFA, adult MHFA as needed.
10. Where possible support emergency placements that may be required at short notice.
11. Work closely with transport providers regarding any change in children's dysregulations

CONTACTS AND RELATIONSHIPS

Provide the high specified standard and level of service that is expected. Striving to improving the experience of all children and young people accessing the extended services club.

SAFEGUARDING

Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance. Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work to ensure the safeguarding and child protection of children and young people.

EQUAL OPPORTUNITIES

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

HEALTH AND SAFETY

Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

LONDON BOROUGH OF BROMLEY

LIGHTHOUSE CLUB MANAGER

Person Specification



Grade: BR10-11

Department: Riverside School

Reports to: Assistant Headteacher/School Business

Manager

EXPERIENCE

- The post holder must have experience in a similar role and be able to demonstrate the ability to provide family liaison skills and planning for specialist play provision, including relevant policies and best practice.
- Must have experience providing support for OFSTED and Local Authority scrutiny and requirements in order to achieve desired outcomes.
- Knowledge and understanding of all safeguarding and child protection issues, policies and procedures.
- Experience of ensuring equality of opportunity for children and young people accessing services.
- Experience of working in partnership with parents/carers, service users and community organisations.
- Experience of project supervision.
- Experience of developing user feedback mechanisms to ensure that the provision remains relevant for all users and is achieving its objectives.
- Experience of supporting children and young people with complex needs including those with sensory/emotional regulation needs.

QUALIFICATIONS

- Designated Safeguarding Lead training.
- A childcare or play qualification is desirable, although not essential if relevant experience can be demonstrated.
- The candidate must demonstrate literacy and numeracy to understand policies, management documents and budgets.
- Other qualifications may be acceptable as deemed suitable by Riverside School and Bromley Local Authority.
- A first aid qualification is desirable.

KNOWLEDGE

- A working knowledge of current legislation such as the Children's Act and Health & Safety at Work Act.
- A knowledge of the expected standards and requirements of OFSTED.
- Knowledge of the day-to-day running of a play scheme.
- Working knowledge of physical care routines of children and young people with complex needs including medical and physical needs e.g., supporting personal care and administration of medication.

SKILLS/ABILITIES

- Ability to work on own initiative with minimal supervision.
- Ability to organise the day-to-day running of a play scheme for children and young people with complex needs and to devise an activity programme which is suitable.
- Strong planning and organisational skills.
- Ability to multi task and be flexible in a changing environment.
- Ability to supervise a team of staff.
- Ability to communicate and maintain good working relationships.
- Relevant computer skills including Word and Excel.

SPECIAL CONDITIONS

- Ability to work during school holidays and Saturdays in accordance with the schemes provision.
- A driving licence and access to a car would be preferable.