



## Job Description

**Job Title:** After-School Club Manager

**Accountable:** Headteacher / Deputy Head

- **Start Date:** 1<sup>st</sup> September 2017
- **Salary:** Scale 5 Point 22 £24,135 – Point 25 £26,136 (pro-rata)
- **Contract:** Term Time and Permanent

### 1 Core Purpose

- To co-ordinate and lead a team on a day to day basis that provides, safe, stimulating, comfortable and friendly high quality after school care
- To contribute to and implement after-school club policies
- To fulfil legal and statutory requirements.

### Main Duties:

- Overall responsibility for the day-to-day running of the after school club:
  - understanding and ensuring all aspects of safeguarding are monitored to the highest standard.
  - liaising with the school office (re: financial records, invoicing, registers etc.)
  - day-to-day diary.
  - the receiving of monies from parents and giving of receipts.
  - presenting an overall professional image for the club.
- To ensure that after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills regularly checked.
- To ensure after-school club staff are effectively managed. To undertake extra training as appropriate, monitor the training of staff, conduct yearly appraisals of all staff.
- The purchasing of necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) and the regular maintenance and tidying of equipment.
- Overall responsibility for activities, including planning and delivery,

- To maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details.
- To organise regular staff planning meetings to plan activities appropriate for the age and number of children and to discuss and assign individual responsibilities to other staff.
- To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
- To ensure all necessary after school club policies exist, are up-to-date and are implemented on a daily basis, ensuring all legal and statutory requirements are implemented and relevant resources kept up to date, e.g. accident book and first aid kit.
- To co-ordinate and promote the building of strong links between the after school club and parents/carers regarding after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
- To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required.
- Set a positive role model for children.
- Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.
- To purchase stock and help with the preparation of food and drinks, and the subsequent clearing up.
- To liaise with staff as appropriate and attend open mornings/evenings to promote the club.
- Any other duties deemed necessary for the safe and efficient running of the club.

## **Person Specification for After School Club Leader**

### **Experience and Qualifications:**

- Experience of working with 4-11 year olds in a play or education environment.
- An appropriate childcare or playwork qualification (NVQ Level 2/3), or the equivalent in experience.
- First aid qualification (or willingness to undertake training)
- Food hygiene certificate (or willingness to obtain)

### **Knowledge and understanding:**

- An understanding of what constitutes good quality, accessible childcare which meets children's wide range of developmental needs.
- Knowledge of health and safety and food hygiene procedures.
- Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes.
- Understanding of safeguarding requirement and best practice.
- Understanding of positive behaviour management.
- Knowledge and understanding of basic administration systems (keeping registers / payment logs etc.)

- An understanding of Ofsted requirements for play provision.

**Skills and Attitudes:**

- Excellent communication skills, with both children and adults.
- Positive and enthusiastic attitude to play.
- Fun and creative ideas for play.
- A commitment to undertake training and continuous professional development.
- Ability to respond calmly and logically to problems or emergencies.
- Ability to use own initiative and judgement.
- Flexible and supportive approach to teamwork.
- Ability to foster warm and positive relationships with children, parents and colleagues.