



Clapham Manor
Primary School &
Children's Centre

Growing Brighter Futures



After School Club Manager

Scale 6 – Spine 26 – 28
£26,865 - £28, 440 pro rata
Job Description

Advert: June 2018

Start date: September 2018

Job Description

Job Title: After School Club Manager

Reporting to: Assistant Head for Community & Pre-School Early Years

Responsible for: Designing, implementing and managing the educational support and play programmes for children attending Clapham Manor Primary after school club.

Grade/Hours: **Scale 6 Spine 26 – 28 £26,865 - £28,440**
Term time only - 17 hours per week
Payment of salaries will be made in 12 equal instalments across the year

Grade: Scale 6 – Spine 26 – 28, £26,865 - £28, 440 pro rata

From: September 2018

Purpose of Post

To be responsible as the setting manager and member of the School and Children's Centre team for the provision of high quality childcare services leading on the delivery of after school provision.

Main Duties/ Responsibilities

1. To be responsible as an After School Club Manager for the provision of high quality childcare that offers opportunities for children to maximise their full potential.
2. To ensure that the After School Club is relevant and accessible to the needs of families with children living within the catchment area.
3. To have responsibility for the induction, supervision, professional development and appraisal of the After School Club staff.
4. To be responsible for ensuring all activities provide opportunities which reflect cultural diversity of community.
5. To be the Ofsted lead for the setting ensuring that the provision meets the ethos of the school and all the legislative requirements inclusive of the statutory guidance set out by OFSTED and the DFE and where appropriate external Quality Assurance programmes.
6. To keep up-to-date with all Safeguarding and Child Protection procedures and act as the designated safeguarding lead for the setting reporting to the school designated safeguarding leads.
7. To keep up to date with all Health and Safety requirements including first aid, food hygiene and risk assessments.
8. Ensure Health and Safety procedures are in place and are known to all staff.
9. Ensure that children feel safe and secure and that all staff adhere to safeguarding children policies and procedures.

10. Assess, plan, evaluate and document programmes of education and play to encourage children's overall development in line with the Early Years Foundation Stage Framework and the National Curriculum.
11. Create an environment in which play occurs naturally and is appropriate to the age and ability of the children.
12. Provide opportunities for club staff to plan evaluate and reflect on practice within the After School Club.
13. To take the lead responsibility for the delivery of an inclusive service with regard for children with disabilities and special educational needs with specific regard to the Special Educational Needs Code of Practice.
14. To take the lead responsibility in planning and organising child centred play and educational activities with high standards of professional practice.
15. To make appropriate use of information technology and systems.
16. To write reports and other documents relating to the responsibilities of the post and present them as required for a variety of purposes.
17. To attend any meetings as required which maybe outside normal working hours.
18. To keep financial records and to manage expenditure as required in line with the school's procedures as required by the school senior leadership team.
19. To take responsibility, appropriate to the post for tackling racism and promoting cultural diversity
20. To implement the Council's equal opportunity policy and to work actively to overcome discrimination on the grounds of sex, race, disability, sexuality or status in the Council's service.
21. Have a positive commitment to continuing professional development of self and After School Club staff.
22. Support Clapham Manor Primary School & Children's Centre by working with outside agencies to raise the profile of the club.
23. Ensure the children have access to healthy food and drinks for snacks.
24. Maintain confidentiality at all times.
25. Attend meetings as required.
26. Attend parent events to promote the club
27. To undertake any other duties as required from time to time, meeting the needs of the service.

Person Specification for After School Club Manager

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below.

EDUCATION – TRAINING/QUALIFICATIONS	CRITERIA
A recognised childcare qualification equivalent to a NVQ Level 3	Essential
Commitment to continuing professional development	Essential
Food Hygiene Certificate	Desirable
First Aid Certificate (this will be required before commencement of position)	Desirable
Designated Safeguarding Lead training (this will be required before commencement of position)	Desirable

PERSONAL AND PROFESSIONAL SKILLS AND DUTIES	CRITERIA
At least two years experience of working with children from 4 upwards	Essential
Ability to prepare clear information for staff, parents/carers and stake holders both written and oral	Essential
Ability to use computer based systems including word processing and spreadsheets	Essential
Skills in conflict management and problem solving	Desirable
Knowledge of the Early Years Foundation Stage and the National Curriculum	Essential
Ability to plan, organise, monitor and evaluate appropriate child centred play and educational activities to reflect the cultural diversity of the community	Essential
The ability to lead and manage a team	Essential
Commitment to supporting the professional development of staff	Essential
Knowledge and understanding of effective team work.	Essential
Knowledge of working positively with parents/carers, school staff, the local community and other agencies	Desirable
Knowledge of legislative requirements including the statutory guidance set out by OFSTED and the DFE	Desirable
Knowledge of procedures relating to the Children Act 1989, SEN Code of Practice, Health and Safety, First Aid and Safeguarding Children	Desirable
Knowledge and experience of supporting safeguarding and child protection procedures	Essential
Ability to keep financial records and manage a budget, in line with the school's procedures	Essential
Knowledge of equalities and practices and a commitment to carry out duties with regard to principle of Lambeth's Equality Policy	Essential
Excellent communication / negotiation / consultation skills	Essential