

**JOB DESCRIPTION: After School Club Manager (Scale 6)**

**Hours: 2.30 – 6.00 pm Term time only (39 weeks)**

**Contract: Permanent**

**Line Manager: Business Manager (for performance)**

**Responsible to: Senior Managers (for reporting purposes)**

**Responsible for: A small team of playworkers**

**Probationary period: 6 months**

***Purpose of Job***

* To manage and develop the after school club, ensuring the delivery of a high quality play and childcare service for children up to 11 years old, which is responsive to the needs of children and parents and works in partnership with other family, extended school and community services.
* To ensure that an efficient, cost effective, customer focused service is delivered within a strong performance management framework.
* To ensure the development and delivery of an activity programme which is appropriate to children’s ages and stages of development.

**Main Duties:**

1. To lead, develop and manage all aspects of delivering a high quality after school club, which meets the play and care needs of children and their carers.

2. To supervise and appraise staff, ensuring a high standard of performance management is achieved.

3.To lead, develop and deliver an inspirational programme of activities which supports children’s play, care and social development.

4. To ensure that all statutory requirements are met.

5. To be informed and up to date on all relevant safeguarding and Common Assessment Framework responsibilities, ensuring that all policies and procedures are communicated to staff and kept up to date.

6. To be a wholly engaged member of the school’s extended management team ensuring that the After School Club is an integral part of the school’s extended services portfolio.

7. To be pro-active in developing partnership arrangements within the school and with external partners.

8. To ensure that children are consulted and involved in shaping the After School Club.

9. To ensure that the views of parents are sought and their comments fed into continually shaping the After School Club and related extended services.

**Other Duties**

1. To undertake other duties consistent with the basic objectives of the post.

2. To exercise responsibility under the Health and Safety at Work Act as set down by the school and local authority, including food hygiene.

3. To uphold and further the school and local authority equal opportunity policies and to deliver services which meet the needs of the diverse local community, that are fair and without discrimination.

4. To be aware of and act in accordance with school’s policies and procedures.

**PERSON SPECIFICATION: After School Club Manager (Scale 6)**

Candidates will be asked to describe their experience, knowledge and skills under the areas outlined in the candidate specifications if shortlisted for interview:

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| **Experience** | * At last 2 years’ experience of deputising or acting in a management role in a play, childcare or out of school (or extended services) setting. * Experience of working with child in a play, childcare or out of school setting. * Supervision of staff and effective performance management. * Introducing and implementing change – an example where you have shown initiate and followed through to delivery. * Developing projects in partnership with parents. * Involving children in shaping services and making decisions – responding to their views. * Working in partnership with other agencies. | All Essential |
| **Qualifications/Training** | * Minimum required is a level 3 qualification in childcare or playwork or other relevant professional qualification. * Evidence of continuing professional development in childcare, play and out of schools services. | Essential  Desirable |
| **Knowledge/Skills** | * Ability to lead a small team and work as part of a multi-disciplinary team * Knowledge and understanding of children’s age and stage of development. * Current policy discussion and trends in children and family services. * Knowledge and understanding of the ECM agenda, Children’s Plan and Childcare Act 2006; safeguarding children; CAF * Health and Safety and food hygiene legislation. * Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations. * Ability to work flexibly and have an open and flexible attitude. * Good communication skills – written and oral – and the ability to communicate with diverse audiences. * Excellent communication and interaction skills with children and parents. * Ability to create an inspirational and stimulating child centred play and care environment. * Knowledge of First Aid (able to administer First Aid for minor injuries). Training will be provided. | All Essential |
| **Equal Opportunities** | * Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children. | Essential |
| **Continuing Professional Development** | * Willingness to undertake additional training / staff development as appropriate. * Ability to reflect on your own professional practice. | Essential  Essential |
| **Safeguarding of children** | * To work in a way which promotes the safety and well-being of children. | Essential |

**This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 1986)**