



## **Job Description and Person Specification**

Out of School Manager

Gorsey Bank Primary School



## Out of School Manager

**Salary:** Scale 5

### **Purpose of the post:**

To oversee the delivery of a high quality, inclusive and care centred service that meets the needs of our children and their families. To ensure play is central to the service. To be responsible for the day to day organisation and operation of the out of school services and quality assure the delivery. To supervise the staff within the service.

**Reporting to:** Head of School

### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

#### **Main Duties**

- To lead the day to day management of the out of school services to ensure the highest quality of service for the children attending
- To encourage, lead and support a team of between 5 – 7 staff, including the deputy manager and a team of playworkers to provide a safe, stimulating and enabling environment for the children.
- To work with the team to create a stimulating, safe, enabling environment both indoors and outdoors that promotes play and exploration
- To work with the staff and children to create a weekly plan of activities that meet the needs of a wide age range, are varied, follow a child's interests and ensures a difference to the school day ensuring quiet space is provided
- To ensure that appropriate staff ratios are adhered to at all times, maintaining rotas of work
- To ensure appropriate equipment and resources are in place and in good condition
- To maintain all records relating to the management of the services, ensuring confidentiality and GDPR expectations are adhered to for children, families and staff
- To oversee a keyworker system for children in the EYFS and ensure their learning journey is contributed to
- To review, amend and implement all policies and procedures and ensure that staff have a good understanding of how to implement them
- To carry out regular self-assessment audits to ensure the quality of the service and develop an action plan for continuous improvement
- To ensure children are booked onto sessions and are on the database to ensure prompt payment the Trust's Primary Finance Officer to ensure financial control of the budget and be responsible for ensuring all resources and equipment are in place
- To work with the finance team to ensure that all bookings and collection of fees are robust and that tax free childcare and childcare vouchers are administered correctly

- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance, children's records remain up to date and EYFS children have a profile that enhances that maintained during their school day
- To effectively manage the occupancy levels of the Kids Club, managing the waiting list and offering childcare places.
- To evaluate the quality of the service using a self-assessment process and ensuring staff feel part of the quality assurance process
- To carry out supervision and appraisals with staff to ensure they are fully supported and have development opportunities
- To ensure that all statutory requirements are met including acting as designated safeguarding officer and ensuring all relevant training is undertaken e.g. correct number of qualified first aid and food hygiene personnel. This includes ensuring that all adequate standards of safety and hygiene are maintained throughout the clubs, including completion of risk assessments and recording of hazards and incidents
- To ensure that a healthy and cost effective food service is provided and encourage children to be independent during meal times
- To ensure that professional working relationships are developed and maintained with other key personnel
- To work in partnership with the children attending to ensure they feel part of the decision making
- To work in partnership with parents and carers to ensure they feel fully involved in their child's care

## **General**

- To undertake other duties related to the work of the whole school appropriate to the post, as may be assigned.
- To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

# Person Specification

Essential qualifications, knowledge and skills	Essential personal attributes	Desirable knowledge and skills
<ul style="list-style-type: none"> <li>• NVQ L3 or above in playwork or a relevant equivalent</li> <li>• Minimum 3 years' experience of working with children ages 4 – 11</li> <li>• Excellent organisational and administrative skills</li> <li>• Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests</li> <li>• Relevant supervisory experience managing staff, students or volunteers</li> <li>• Ability to audit services to ensure all required standards are met and maintained</li> <li>• Excellent understanding of the Early Years and Childcare provider framework</li> <li>• Competent in the use of basic IT such as Word, Excel and email</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to build and sustain respectful, professional standards and relationships, contributing towards a safe and protective environment</li> <li>• Dedicated to continuous professional development and learning</li> <li>• An ability to thrive in a high performing environment</li> <li>• Reliable and flexible approach to work</li> <li>• Excellent verbal and written communication skills</li> <li>• The ability to manage change well and embrace new challenges</li> <li>• Ability to review and amend policies in line with requirements</li> </ul>	<ul style="list-style-type: none"> <li>• First aid certificate</li> <li>• Food Hygiene qualification</li> <li>• Previous experience of using systems such as ParentPay</li> </ul>

**January 2019**

**The Laurus Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**



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