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**Job Description:** Out of School Club Manager

**Location:** The Florence Nightingale Academy

**Salary Range:**  Grade 3 Points 5 to 7 £19,312 to £20,092 FTE

Actual salary - £10,567.92 to £10,994.76

**Current contracted hours:** 23.75 hours per week - 7.15 am to 9.00 am and then 3.00 pm to 6.00 pm, Monday to Friday, term time only

#### GENERAL INFORMATION

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

#### PURPOSE OF THE POST

The post-holder will lead and be responsible for the day to day organization of the provision, providing engaging and high quality activities for the children. Supervise the children providing a nurturing and safe environment.

The Out of School Club Manager will actively embrace the Trusts core principles of Ethical Leadership, ensuring an inclusive and positive environment for all.

**KEY AREAS:**

**Reporting Relationships:**

The post holder will report to the Head of School with line management through the Office Manager.

**DUTIES AND RESPONSIBILITIES:**

**Specific duties**

* Manage, supervise and support Out of School Club staff to ensure a high level of service for the children
* Attend and participate in meetings with the Office Manager and Head of School to ensure the smooth running of the club
* Support the Officer Manager and Head of School to draw up an annual Out of School Club Development Plan and help monitor progress
* Ensure awareness and knowledge of school policies/procedures to appropriately manage Out of School club staff
* Create a stimulating, clean and safe environment, including the outdoor area
* Create a detailed, weekly plan of play activities which are appropriate, varied and enjoyable, to support the development of children’s skills and experiences
* Monitor and evaluate children’s responses to activities through observation evaluating and adjusting activities, as appropriate to meet the needs of the children
* Ensure appropriate staff ratios are maintained at all times, maintaining rotas of work for all staff and liaising with the Office Manager about staff absences
* Ensure that children’s contact details are up to date and key information is passed to Out of School Club staff
* Ensure appropriate equipment and resources are available and in good condition
* Working within the agreed budget, order appropriate supplies as necessary and present invoices promptly to the Office Manager
* Maintain appropriate records for attendance and payment of fees as agreed with the Office Manager, ensuring parents sign to indicate agreement with records made
* Collect all fees, completing all necessary paperwork and delivery monies to the school office for banking weekly
* Maintain appropriate hygiene standards complying with Food Handling regulations

**General duties**

* Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities
* Distribute and collect surveys, questionnaires or evaluation papers as required
* Assist with the promotion and publicising the club
* Be aware of the timetable of activities and identify the expected tasks required
* Assist with the setting-up of the club each day
* Assist with the preparation and serving of food as appropriate
* Help to create a welcoming and supportive environment for the pupils attending the club
* Be responsible for the management of the behaviour of pupils attending the club
* Ensure the tidying of the venue after use and ensure the secure storage of resources and equipment used
* Be responsible for administering and maintaining a registration or signing in system
* Help create related promotional displays for the club in the school
* Support the aims and ethos of the school
* Set a good example in terms of punctuality, behaviour and attendance
* Be responsible for the purchasing and management of stock and regular audits of resources
* Be responsible for ensuring the maintenance, cleanliness and safety of equipment
* Demonstrate and assist in the safe and effective use of specialist equipment/materials
* Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Support the development of pupils with special educational needs and/or disabilities
* Contribute to the overall ethos of the school
* Establish constructive relationships and communicate with other professionals
* Participate in training, other learning activities and performance development as required
* Provision of induction training and advice to other staff and volunteers

**Health and Safety**

* Be aware of the responsibility for personal health, safety, and welfare and that of others who may be affected by your actions or inactions
* Co-operate with the employer on all issues to do with Health, Safety, and Welfare

**Continuing Professional Development – Personal**

To co-operate with:

* All colleagues, both teaching and support staff
* Trust, LA, advisers, and the OFSTED Inspection teams
* Unions and other organisations representing teachers and other persons on the staff
* Persons and bodies outside the school to ensure that the school works in harmony with the community, other schools and Trusts

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.