**GLF Schools - Job Description**

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| **Job Title** | **Manager – Acorns Extended Schools Provision** |
| **Core purpose** |
| * To lead and be responsible for the day to day management of Acorns Breakfast and After School Club ensuring the orderly conduct, welfare and safety of the children during the transition to the club room and whilst in attendance at the club.
* To lead the team in order to create a happy, stimulating and safe environment for all children, encouraging sharing, cooperation and inclusion for all.
* To lead staff and children in promoting positive behaviour and embed the STRONG values of the school.
* To plan and lead weekly briefings with the staff to discuss planning and any other business relevant to the role, including safeguarding, staffing, resources, grocery requirements, behaviour management, any concerns, attendance, risk management etc.
* To ensure the awareness and knowledge of school policies and procedures to appropriately manage staff.
* Attend and participate in meetings with the leadership team to ensure the smooth running of the club.
* To generate and distribute monthly invoices and chase late payments if required and liaise with the leadership team if required.
* With the support of the leadership team ensure that all staff within the club are performance managed on a yearly basis and that appropriate CPD and support is provided for individuals,
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| ***Key Accountabilities*** |
| **Main Duties** |
| * To manage, supervise and support staff to ensure a high level of service for the parents and children.
* To oversee and support the Deputy Managers to ensure a varied programme of high quality play opportunities in a safe and stimulating environment ensuring that any potential risks are identified and assessed.
* To monitor that all children, regardless of ability or needs, are able to access planned activities or free-play games.
* To oversee staff rotas ensuring that all staff are effectively deployed, leading organised activities as well as free play and that staff ratios are maintained and within recommended levels.
* To ensure that high standards of supervision and interaction are maintained at all times across all key stages.
* To promote and maintain high standards of hygiene, consistently and continuously promoting safety procedures including carrying out and recording fire drills in accordance with school policies.
* To ensure that all mandatory training for staff is up to date, including the induction process of newly appointed staff.
* To be responsible for administering and maintaining a registration and signing in/out system. To ensure all class teachers are aware of which children are attending the provision.
* To maintain accurate records for children using the provision and ensure they are stored and shared in line with GDPR Regulations.
* To ensure all staff maintain positive working relationships with parents/carers in a way that supports children and values parental involvement and to record and follow up any areas of concern to the leadership team.
* To ensure that the philosophy behind Acorns is fulfilled.
* To ensure all staff adhere to the schools behaviour management policy when dealing with behavioural incidents.
* To administer basic / paediatric first aid where appropriately trained. Ensure that the accident form is completed accordingly and that parents/carers are informed as required.
* To act as an ambassador for Acorns and the school and maintain a positive image of its aims and objectives.
* To ensure that any information relevant to the child’s welfare is communicated to the relevant adults (Class teacher / Parents etc.).
* To monitor the premises (inside & outside, equipment and resources reporting any potential hazards or faulty equipment to the leadership team / caretaker).
* To ensure that Acorns provision provides a warm, welcoming and enjoyable experience at all times.
* To oversee and support the Deputy Managers in planning and providing nutritious and healthy snacks whilst ensuring that hygiene and health and safety standards are met.
* To ensure all staff follow the school safeguarding policy.
* To ensure all staff implement the Acorns policy at all times.
* To ensure that confidentiality is maintained at all times in accordance with Acorns and School policies.
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| **Other Duties** |
| * To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the leadership team.
* To be flexible with working hours during holiday clubs and INSET days ensuring that the provision continues to deliver a high standard of care and safety during these times.
* To participate in Performance Management and contribute towards setting targets for Continued Professional Development.
* To attend and participate in training sessions relevant to the job role of Acorns Manager.
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| **Accountability** |
| * Accountable to the leadership team.
* GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
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| **Safeguarding** |
| GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. |

Signed: Date: