

KST Enterprises

After School Club Manager

Role Outline

Last reviewed: June 2019

After School Club Manager

Role Summary

This role provides the management of the Primary School Afterschool Provision at West London Free School, Earl's Court Free School and Kensington Primary Academy.

This position is responsible for the delivery of the afterschool provision based at the Trust's primary schools. In particular breakfast club, after school clubs, after school play and holiday clubs. They will be responsible for all aspects of the provision.

The role requires a creative approach to the delivery of structured learning play, strong early years knowledge, commercial acumen, good administrative and organisational skills, outstanding people skills.

Time Commitment

An all year-round contract, 25 hours per week during term time and from 37.5 hours per week in the schools holidays. The role holder will be expected to be flexible in this new role.

Reports to: Assistant Headteacher Primaries

1. Programme Development

- Development of an afterschool brand for the primary schools. To include a breakfast club, after school clubs and activities, after school play and holiday clubs.
- Ensure the service offering is creative, has clear play and learning objectives and meets the standards of the Knowledge Schools Trust meeting our knowledge rich ethos.
- Ensure the programme is promoted to all pupils of the KST schools and ensure that promotion is wider in the community.
- Identify and contract appropriate additional afterschool managed activities.
- Ensure the programme is creative, fresh and appealing to pupils and parents.

2. Programme Delivery

- Manage the delivery of the after-school provision across all KST primaries, namely West London Free School, Earl's Court Free School and Kensington Primary Academy.
- Ensure that the correct levels of staffing are adhered to at all times.
- Ensure that the provision meets the standards of safeguarding required by the Schools.
- Ensure that the school staff are informed of afterschool activities and where appropriate consulted.
- Be present and lead the activities after school.
- Ensure the delivery of management information to the management of the Trust and Schools in a timely fashion e.g. registration details, profit and loss data.
- Promote the service to parents meeting with them when appropriate.
- Ensure that the service is properly promoted through online media and the provision of posters and leaflets.
- Manage pupil discipline and conduct during programme activities.

3. Managing Staffing

- Recruit appropriate Playworkers who meet the requirements of the school.
- Manage and appraise the performance of the Playworkers.
- Line manage the After-School Assistant.
- Liaise with HR and the School staff over all staffing matters.

4. Other expectations of the role

- Adhere to the School and Trust's Safeguarding Policies.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies as set out in the governors and staff handbook
- Comply with the Data Protection Act/ GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.

5. Review and Amendment

This role outline is not definitive and will be subject to regular review and should be seen as enabling rather than restrictive. Other reasonable requests for support may be made by your line manager.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed: Date:

Signed: Assistant Headteacher Primaries



Palingswick House
241 King Street
London
W6 9LP
T 020 8600 0675
www.knowledgeschoolstrust.org