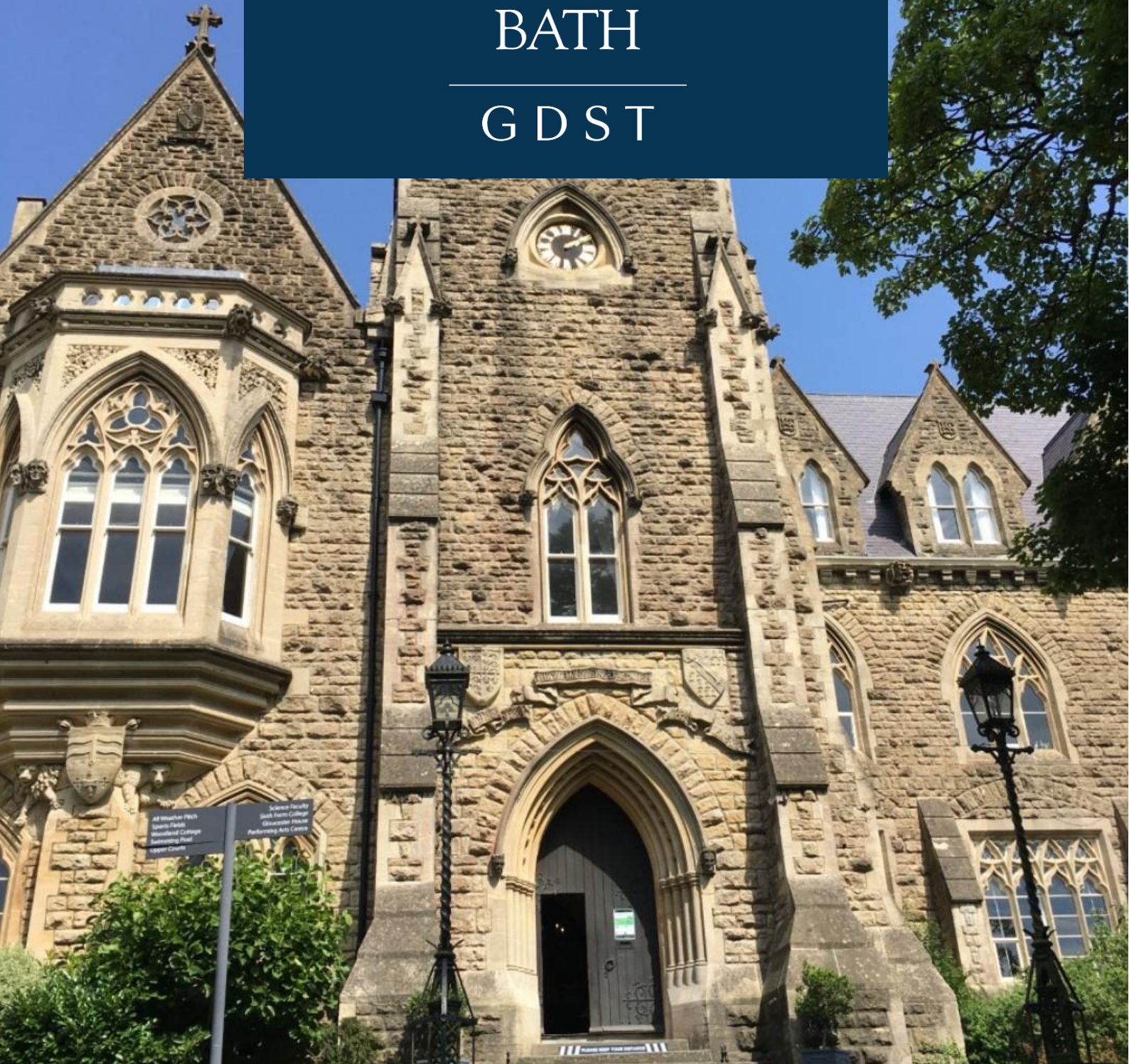




ROYAL HIGH SCHOOL
BATH
—
GDST



Out Of School Care Manager

Job Description

Job Description

Role: Out of School Care Manager

Accountable to: Head of Early Years

Job Purpose

To lead and be responsible for the day to day organisation of the After School and Holiday Club provision at The Royal High Prep School providing high standards of care and play opportunities for children between the ages of 3- 11 years old in a safe and secure environment.

Accountabilities

Responsibilities

- To lead the day to day management and organisation of the After School and Holiday Club
- To provide line management to a team of assistants and bank staff, directing their work and supervising their activities.
- Inducting new staff members who join the team
- Work with all staff to plan and provide a programme of activities in a homely, nurturing, and safe environment
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment
- Liaise with the school with regard to the needs of the children who attend the club and logistic requirements with regards to the buildings
- To liaise with parents
- To look after and provide support or first aid to children who are upset or had accidents

Management and Administration

- Uphold, implement and regularly review all policies and procedures.
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school's finance department to ensure rigid financial control of The Before and After School and Holiday Club' budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
- Liaise with the school finance team to administer bookings and collection of fees.
- To be responsible for the day to day administration and record keeping that includes
- maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances, checking salary pay claims and managing staff absences and lateness.
- To effectively manage the occupancy levels of the After School Club; managing the waiting list and offering child care places. Promoting and marketing The After school and Holiday Club effectively to maintain occupancy.
- Develop professional working relationships with the school, all relevant professionals and
- authorities including the local authority and Ofsted.

Job Description

- Monitor and evaluate the quality of the service.
- To develop and manage the planning and organisation of the holiday play scheme.
- Maintaining working relationships with other site users (particularly the school head teacher, and the site managers)
- To ensure that adequate standards of safety and hygiene are maintained throughout the After school and Holiday club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- Have due regard for safeguarding and promoting the welfare of children and to
- follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy.
- To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The After School and Holiday Club, and the school's safeguarding policy.
- To carry out any other duties which will be seen to enhance the work of the After School and Holiday Club.

Staff

- Recruitment and induction of staff is carried out in accordance with the Recruitment Guidelines
- of the GDST.
- Manage cover for staff illness etc
- To work in partnership with the School's Strategic Leadership Team to provide an appraisal system for staff and the organise staff training to meet identified training needs
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending Before and After School Club
- Managers meetings to keep abreast of all current issues relating to providing this service.

General Requirements

All School staff are expected to:

- To take part in safeguarding training.
- To uphold the ethos, aims and objectives, reputation and good name of Royal High School Bath and GDST.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.
- Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- Contribute to the School's programme of co-curricular activities
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST'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
- Engage actively in the performance review process

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- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

Safeguarding Checks

All appointments will be subject to two satisfactory reference, disclosure check by the Disclosure & Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the School. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required	
An ability to build good working relationships with both pupils and adults.	Essential
Good organisational skills.	Essential
Flexibility and creativity.	Essential
Enjoy working with children.	Essential
Good literacy and numeracy skills.	Essential
Ability to manage groups of pupils and deal with challenging behaviour.	Essential
A genuine passion for learning, teaching and children	Essential
Knowledge Base	
Basic knowledge of administrative skills	Desirable
Computer literate	Essential
Qualifications/Attainment	
Minimum of a NVQ level 3 in a childcare related subject	Essential
Experience	
Previous Experience working with Children	Essential
Previous Experience working in a School environment	Desirable
Previous Teaching assistant experience	Desirable

Our School

Royal High School is an academically selective, independent day (3-18) and boarding (11-18) school for approximately 620 girls. Prep and Senior Schools are both situated on the northern side of Bath, enjoying commanding views of the city and with good access to the A46 and M4. 140 boarders aged 11-18 live on the senior site in two boarding houses. The Sixth Form is on the same site as the Senior School.

Committed to both academic excellence the School and outstanding care boasts excellent results at GCSE and post 16 level and there is demand for places. Sixth Form students choose between A level and the International Baccalaureate Diploma. Our latest Independent Schools Inspection report can be downloaded here:

<https://www.royalhighbath.gdst.net/our-school/inspections>

We are understandably proud of our facilities at the Senior School and Sixth Form, which contribute to the exceptional quality of care that we provide.

We have a stunning Art School; a Sixth Form café; a fitness suite, a Sixth Form building and boarding houses; two Performing Arts Theatres (Sophie Cameron Performing Arts Centre and The Memorial Hall); The Hudson Centre for lectures and meetings; tennis/netball courts and a astro and two well stocked libraries.

The school is accredited with the ICT Mark which recognises our commitment to using the latest digital platforms and channels to enhance learning. We introduced BYOD (Bring your Own Device) in September 2017.

The Prep School relocated in January 2014 to Cranwell House in Lower Weston which is a Grade II Victorian Mansion. The facilities offer first class opportunities to challenge and stimulate the girls with their learning. Within the main house, which is the base for our pupils from Nursery to Year 4, the girls have access to a 'Discovery' room, a creativity area and music practice rooms. The Hope Building (our stunning new build) houses the multi-purpose hall, creative arts and dance studios and the Year 5 and 6 classrooms. All girls throughout the school use their spacious, well-equipped classrooms alongside the beautiful grounds which offer enormous potential for outdoor learning and exploration.

Application Process

Application Process

Please complete the online application form enclosing a letter to the Mrs Claire Lilley (Prep Head) supporting your application.

The deadline for applications is **29 January 2023**.

For further information, please contact Miss Alice Pitt, HR Adviser, at hr@rhsb.gdst.net

Royal High School Prep School
Cranwell House
Weston Park East
Bath
BA1 2UZ
Tel: +44 (0) 01225 313877
Website: <http://www.royalhighbath.gdst.net>

Salary

This is a Regional Grade 4 post on the GDST scale and the starting salary will be in accordance with skills and experience and will be no less than £26,877 pro rated.



ROYAL HIGH SCHOOL
BATH
GDST
Senior School



Key:

- | | |
|---|--------------------------------|
| 1 Main School Building and Entrance | 11 Netball/Tennis Courts |
| 2 Sports Hall and Shop - New Uniform | 12 Outdoor Swimming Pool |
| 3 Fitness Suite | 13 Woodland Cottage |
| 4 Art School | 14 Evie's Contemplation Garden |
| 5 Memorial Hall | 15 New Music School |
| 6 School House (Boarding up to Year 11) | 16 Cambridge House |
| 7 Science Faculty | 17 All Weather Pitch |
| 8 Gloucester House (Sixth Form Boarding) | 18 Richmond Lodge |
| 9 Winfield Centre (Sixth Form Classrooms) | 19 Sports Fields |
| 10 Sophie Cameron Performing Arts Centre | 20 Front Lodge |
- Bus Stop



Key:

- | | |
|---|---------------------------------------|
| 1 Cranwell House | 6 Courtyard play area |
| 2 Nursery | 7 Early Years' play area |
| 3 Multi-purpose Hall | 8 MUGA pitch |
| 4 Years 5 and 6 Classroom block with Dance, Drama and Music | 9 Play area |
| 5 Kitchen | 10 Visitors' parking |
| | 11 Minibus drop off and pick up point |





ROYAL HIGH SCHOOL
BATH

G D S T

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