**JOB DESCRIPTION**

Post Title: Extended School Manager

Salary: Grade E

Hours: 13 ¾ hours per week, 38 weeks per year (Term time only)

Reporting to: Principal

**Main Purpose**

To oversee the day-to-day operation of the Extended School Club, complying with relevant legislation, the day care standards and the Academy’s policies and procedures. Working with others to provide a high standard of education, be responsible for the wellbeing of children whose care has been entrusted to the Extended Schools Club.

**Main Accountabilities**

* To plan and deliver a suitable programme of activities to cater for children’s educational, social, emotional, recreational and welfare needs, ensuring that the child’s welfare as an individual and as a member of a group is paramount at all times.
* To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any educational, social and emotional needs and where applicable medical histories.
* To ensure all appropriate responses to safeguarding issues are undertaken and appropriate records are kept. This can include reporting to the relevant authorities internally and externally as required.
* To ensure all records of development and learning are fully and accurately maintained by the appropriate staff and shared with parents, carers and other key adults. This must be in line with safeguarding and GDPR legislation.
* To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
* To ensure that the Extended Schools area is clean and tidy throughout the periods of operation and that all equipment is maintained to a high standard. To report any Health and Safety issues appropriately.
* To ensure all staff are appropriately trained and engage in a strong team working ethos.
* To be involved as required in out of working hours activities, e.g. training, staff meetings, marketing activities.
* To develop your role within the team.
* To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
* To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
* To comply with the requirements of the General Data Protection Regulations and ensure confidentiality is maintained.
* Undertake such other duties as may be reasonably requested by the relevant managers.
* To ensure all safeguarding procedures are followed at all times and particularly when the children are entering and leaving the club.

**Other features of the Post:**

This Job Description is not definitive or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Prepared By: Received By:

Date: Date:

**Person Specification: Extended School Support Manager**

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| The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-A = Application I = Interview P = Presentation T = Test |
|  | Essential | Desirable | Assessment Stage |
| **QUALIFICATIONS** |
| Level 2 (GCSE A\*-C) or equivalent in English and Maths | √ |  | A |
| Level 3 qualification in Early Years or equivalent | √ |  | A |
| Paediatric First Aid | √ |  | A |
| Food Hygiene certificate |  | √ | A |
| **KNOWLEDGE, UNDERSTANDING AND EXPERIENCE** |
| Recent experience working in a nursery setting in a similar role | √ |  | A/I |
| Knowledge and experience implementing the EYFS curriculum | √ |  | A/I |
| Proven experience of implementing good quality learning opportunities for children | √ |  | A/I |
|  |  |  |  |
| **PERSONAL AND PROFESSIONAL QUALITIES** |
| Excellent verbal and written communication skills with children and parents | √ |  | I |
| Ability to keep clear and accurate records | √ |  | I/T |
| Empathy and understanding of children with a calm and caring nature | √ |  | I/T |
| Good organisational and administration skills and good IT skills | √ |  | I/T |
| Reliable, enthusiastic and flexible | √ |  | I/T |
| Ability to work as part of a team or on your own initiative if deputising for Manager | √ |  |  |
| **OTHER REQUIREMENTS** |
| Understanding of, and ability to comply with the requirements of safeguarding/Child Protection | √ |  | I |
| Ability to travel | √ |  | A |
| Ability to work flexibly outside normal hours if necessary | √ |  | A |