



Job Description

KEY INFORMATION	
Post title:	After School and Holiday Club Manager
Grade:	5
Responsible to:	Principal
Responsible for:	Supervisory responsibility for After School and Holiday Club staff

OVERALL PURPOSE OF JOB
Manage the day-to-day running of the school's After School Club (ASC) and holiday club provision to ensure the safety and wellbeing of pupils. Provide a suitable programme of activities and create a positive, safe and happy environment for pupils.

MAIN DUTIES AND RESPONSIBILITIES	
1	With the support of the Principal and Vice Principal, plan, prepare and deliver age appropriate activities and experiences to support pupils' development
2	Supervise ASC and holiday club staff, setting clear expectations for the requirements of their role and ensuring they are fully briefed regarding activities and experiences for pupils
3	Coordinate the staffing for the ASC and holiday club, ensuring any absences are covered as appropriate to ensure sufficient supervision of pupils
4	Provide induction for new members of staff in the After School Club and holiday club.
5	Supervise and observe pupils and provide instruction where needed, help pupils to share equipment and resolve any issues
6	Monitor pupils that are not engaging in play and feedback any concerns to class teachers/SLT
7	Implement appropriate behaviour management strategies as required, and in line with the school's behaviour policy, and follow any directions from class teachers on supporting specific pupils with challenging behaviour
8	Support pupils with their person and social development, independence and self-esteem when carrying out activities
9	Record details of incidents, including incidents of serious misbehaviour, in line with the school's policies and reporting procedures and feed back any concerns relating



	to pupils' health and safety to a senior member of staff
10	Keep accurate records of pupils attending the ASC and holiday club, including attendance, medical/dietary needs and emergency contact details, checking any absences and reporting non-attendance in line with school procedures
11	Be responsible for pupils until the end of the school day/ a parent arrives for collection, making efforts to contact the parent in the case of lateness
12	Provide first aid as and when required
13	Ensure food for the ASC and holiday club is prepared in line with health and safety standards and that the dietary requirements of pupils are met
14	Manage and maintain a stock of resources necessary to carry out planned activities, and identify appropriate resources and request provision when necessary from the Business Manager
15	Coordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
16	Ensure any equipment required for the extended provision is set up and put away safely
17	Liaise with other members of staff as required, including the chef, school admin and class teachers/SLT

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications
2	Level 2/3 Playwork qualification or other relevant qualification
3	First aid qualification (or willingness to complete it)
4	Food hygiene qualification (or willingness to complete it)
Experience	
1	Experience working with children or young people
2	Experience of planning and delivering engaging activities to enthuse pupils and support development
3	<i>Experience of supervising/managing other staff (desirable)</i>
Skills/Knowledge/Abilities	
1	Ability to use own initiative and take action accordingly, including responding quickly and effectively to issues that arise
2	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers
3	Ability to employ strategies which promote good behaviour and discipline
4	Ability to deliver instructions to team members
5	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
Personal Attributes	
1	Commitment to supporting and understanding pupil needs
2	Commitment to maintaining appropriate confidentiality at all times
3	Commitment to upholding and promoting the ethos and values of the school
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect,



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	even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check