



### **Job Description: After School Club Manager**

Responsible to: Head teacher and Senior Leadership Team

#### **Key areas**

- To manage and oversee the running of the After School Club, ensuring the safety and well-being of all children that attend
- To lead and manage the team of staff working in the After School Club
- To lead and develop quality play and activity opportunities ensuring the engagement of all children specific to their individual needs
- To ensure the safety and well-being of all the children at all times
- Enforce and implement all Club and school policies and procedures, the implementation of playwork principles and general childcare requirements
- Take responsibility for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff

#### **Duties and responsibilities**

- Provide a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met
- To liaise with the school's Designated Safeguarding Lead and where necessary take on the role of Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded
- Support children to develop independence in all aspects of the Club
- To ensure that adequate standards of safety and hygiene are maintained throughout the After School Club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents
- To liaise with the school office staff to administer bookings
- Purchase and monitor food supplies
- Encourage children to self-select during snack/tea time and ensure water is accessible at all times for all ages
- Take responsibility with other staff members for following the Club's registration and departure procedures
- Assist the setting out and clearing up of Club equipment

- Produce and maintain an inventory of equipment and resources in line with children's needs and requirements
- Build effective relationships with parents, carers and teachers
- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation
- Show a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice and ensure this happens for the whole team
- Organise , lead and attend meetings which relate to the Club's management, administration or organisation including open days or evenings as required
- Participate in the school's appraisal system of own performance
- Complete the school's appraisal system for all staff working at the Club
- Undertake any other duties as may be reasonably required by the Headteacher and SLT

<b>Person Specification</b>			
<b>Job Title: Manager</b>			
<b>Essential criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
NVQ Level 3 qualification related to playwork or children's care, learning and development or equivalent qualification	Yes		Application form/certificate
First Aid Training		Yes	Application form/certificate
Food Hygiene Training		Yes	Application form/certificate
Safeguarding Training		Yes	Application form/certificate
Recent experience of working with children aged 7 to 11	Yes		Application form/reference
Experience of working in an after school, breakfast or holiday club		Yes	Application form/reference
Experience of managing and leading a team of staff within a play related role		Yes	Application form, interview and reference
Knowledge and experience of appropriate play, games and activities for children aged 7 to 11	Yes		Interview
Understanding of the importance of safeguarding and promoting the welfare of children	Yes		Application form and interview

Ability to work within a team	Yes		Interview and reference
Knowledge and understanding of child development	Yes		Application form and interview
Experience of supporting children with SEND and English as an additional language		Yes	Application form and interview
Experience promoting positive behaviour	Yes		Application form and interview
Knowledge and experience of implementing health and safety procedures	Yes		Application form and interview
To be committed to equality, diversity and the inclusion of all	Yes		Application form and interview
To have a sufficient understanding and use the English language to ensure the well being of children.	Yes		Application form and interview
To be committed to continual personal and professional development.	Yes		Application form and interview
Approachable with good interpersonal skills	Yes		Application form and interview
Well-organised, enthusiastic, energetic and reliable	Yes		Application form, interview and reference
Self-motivated and able to take initiative and responsibility	Yes		Application form, interview and reference

