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| **Job Description** |
| **School:** | Bredbury Green Primary School |
| **Post Title:** | After School Club Manager |
| **Salary Scale/Range** | Salary Scale 4. Point 7 £24,294 pro-rata. |
| **Hours**  | Monday to Friday, 3-6pm Term Time only, 15 hours per week |
| **Permanent/Fixed Term** | Permanent contract starting on the 25th November 2024 |
| **Posts Responsible to** | Headteacher |
| **Job Purpose**:To oversee the day-to-day organisation and running of our After School Club |

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| **Key Accountabilities/Primary Responsibilities:***Duties that may be carried out in this role include, but are not limited to:*To be responsible for the provision of safe, creative and appropriate play opportunities, preparation of activities, organisation of programme etc within a safe caring environment that must meet the needs of children with differing abilities. To complete required safeguarding training in line with your job role and responsibilities, and ensure that best practice is implemented in line with school policy and systems. To be responsible for the organisation of programmes and preparation of activities to meet needs of all children attending the club. To ensure that Ofsted National Standards are being met at all times and work with the manager to ensure successful Ofsted inspections take place and all policies, procedures and standards are in place and being adhered to.To ensure the safety and accountability of all children at all times.  To carry out the day-to-day administration i.e. records/registration etc. To manage and lead other After School Club staff.To maintain a good and informative rapport with parents. To be responsible for ensuring that the building/equipment/materials are kept tidy and in good working order. To be responsible for ensuring that the building/equipment/materials are not abused and are used in an appropriate and economical manner. To work within an equal opportunities framework and agreed policies. To administer First Aid as appropriate. To provide refreshments as required and to be aware of food/safety/hygiene regulations.To attend planning, training and evaluation meetings. To work with the Head Teacher to identify training needs of all staff and create a personal development programme.To ensure the Health and Safety requirements within the play environment are met at all times. To assist in the planning of Special Events for the setting.To assist in induction of new staff.To undertake training to keep knowledge updated.*In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.* |
| **Professional Development** * Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of After School Club Manager are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
* Be a professional role model, and understand and promote the aims and the values of the Trust
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| **Safeguarding and Promoting the Welfare of Children and Young People** * The After School Club Manager is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and follow all of the Trust’s policies and procedures in relation to safeguarding at all times.
* The After School Club Manager must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety, or wellbeing of children or young people.
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| **Data Protection & Confidentiality*** The After School Club Manager is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust’s information governance policies and procedures at all times.
* Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.
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| **Equality and Diversity** * The After School Club Manager is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
* The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.
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| **Health and Safety*** The After School Club Manager has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
* The After School Club Manager must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times.
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| Staff Member Name |  |
| Signature |  |
| Date |  |
| Manager Name |  |
| Signature  |  |
| Date |  |

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*