

## **PAXTON ACADEMY SCHOOL JOB DESCRIPTION**

POST	After School Care Manager
GRADE	Scale 3 point 6 (actual salary £9,950 p.a.)
EMPLOYMENT STATUS	Term Time Only 15 hours per week: 3.00 pm – 6.00 pm
RESPONSIBLE TO	Headteacher

### **Purpose of the Job**

To work with pupils to supervise the physical and general care of pupils. To provide a safe environment and stimulating age-appropriate play activities.

### **Main Responsibilities**

- To Line manage staff
- Be in charge of safeguarding the children
- To deliver a planned and co-ordinated programme of activities
- To provide formal and informal learning opportunities
- To interact with pupils with a variety of needs, and establish good relationships
- To be available as a positive role model to children offering them appropriate advice where necessary
- To promote the inclusion and acceptance of all pupils
- To co-ordinate with Paxton staff for other club activities
- To monitor attendance
- To maintain adequate first aid facilities and administer.
- To prepare a light meal each day
- To ensure the safety of all children, reporting any hazards to the appropriate person
- Communicate effectively with and form positive relationships with the families of our pupils
- Attendance at briefing meetings/Inset days with advance notification
- To work well as part of a team, sharing responsibilities
- Follow the school behaviour policy and promote healthy relationships
- Use of Arbor

## Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the council's Equal Opportunities Policies

## Person Specification

**Job Title:** After School Care Manger

	Essential	Desirable
<b>Qualifications</b>		
To hold a recognised or be willing to train to be a DSL	✓	
To hold a recognised or be willing to train for a qualification in First Aid	✓	
To hold a recognised or be willing to train for a qualification in Level 2 award in food safety	✓	
Willingness to participate in development and training opportunities	✓	
<b>Experience</b>		
Experience of support work in an inner-city, multicultural school		✓
Experience of helping to deliver programmes under the direction of qualified supervisor		✓
<b>Knowledge and Understanding</b>		
Knowledge, understanding and commitment to equal opportunities	✓	
<b>Skills and Abilities</b>		
To be able to demonstrate good literacy and numeracy skills	✓	
Excellent communication, planning and organisational skills	✓	
Ability to use initiative	✓	
Ability to develop and maintain good working relationships with the whole school community	✓	
Ability to work constructively as part of a team, understanding responsibilities and your own position within these	✓	
Ability to be flexible and positive	✓	
Ability to use cooking equipment, awareness of food hygiene and health and safety	✓	
An awareness of strategies for managing pupils with challenging behaviour	✓	
Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour	✓	
To be able to form positive relationships with the families of our pupils	✓	