

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** After School Club Manager

**LOCATION:** Rufford Primary and Nursery School

**SALARY RANGE:** Grade 5

**REPORTING TO:** Headteacher

**RESPONSIBLE FOR:** Attendees of after school club

**LIAISING WITH:** Headteacher, Senior Leadership Team, Governors, teaching and professional services staff and the Trust's central team

<b>Main purpose:</b>	To deliver a high quality, flexible childcare service that meets the needs of the children and their families. To be responsible for the day to day organisation and operation of the club. To provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
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**MAIN DUTIES:**

<b>General Duties</b>	<ul style="list-style-type: none"> <li>• To work in partnership with Headteacher/Governors and staff as part of a highly motivated and professional team.</li> <li>• To manage and lead an after-school club.</li> <li>• To contribute to staff development and keep up to date with current childcare issues</li> <li>• To plan and lead safe and stimulating childcare including collection of children from school and the safe delivery of children to parents/named carers.</li> <li>• To promote good practice in a professional and inclusive manner.</li> <li>• Be fully involved in all activities associated with the childcare provision.</li> <li>• To understand, work within and promote and contribute to the ongoing development of the clubs policies and procedures</li> <li>• To have an understanding of the Statutory Requirements and the ability to meet them. School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• The post holder's responsibility for promoting and safeguarding the welfare of children</li> </ul>
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	<p>and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Child Protection Policy Statement at all times.</p> <ul style="list-style-type: none"> <li>• To lead the implementation and adherence to all safeguarding/child protection procedures in the After-School Club, including taking on the role of Designated Person.</li> <li>• To work closely with all school staff to create and develop open and inclusive working partnerships which support the development of the children.</li> <li>• To plan an appropriate range of activities that meet the needs of all the children, whilst having regard to the Early Years Foundation Stage and Play Principles.</li> <li>• To plan, and supervise the hygienic provision of healthy food and refreshments.</li> <li>• To supervise the cleaning and ensure that the areas used by the club are left tidy and clean.</li> <li>• To make sure that materials and equipment are maintained and stored properly.</li> <li>• To work closely with parents to create and develop open and inclusive working partnerships which support the development of their children.</li> <li>• To initiate close liaison with other childcare/play related organisations including the Early Years Childcare Service.</li> <li>• To have a sound knowledge and understanding of safeguarding and take the lead in reporting concerns to Social Care when appropriate.</li> <li>• To promote inclusive attitudes and practices.</li> <li>• To provide induction training, performance reviews and ongoing training for support of new and existing staff and trainees/volunteers at the club.</li> <li>• To undertake observation, assessment and record keeping.</li> <li>• Ensure First Aid is administered, recorded and reported in line with procedures</li> <li>• To be available for locking up the premises, key holder.</li> </ul>
<p><b>Staffing and Resources</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning</li> <li>• Actively engage in the Trust’s appraisal process</li> <li>• Take part in the Trust’s staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> </ul>
<p><b>Other professional requirements:</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning</li> <li>• Actively engage in the Trust’s appraisal process</li> <li>• Take part in the Trust’s staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> </ul>
<p><b>Other Specific Duties</b></p>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate</li> </ul>	

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

### **Support for the Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent.</li> <li>• Very good numeracy and literacy skills.</li> <li>• Training in relevant strategy, eg literacy or particular curriculum or learning area, eg bi-lingual, dyslexia, ICT, maths etc.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of the relevant age</li> <li>• Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection.</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>• Understanding of the principles of child development and learning processes.</li> <li>• Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge</li> </ul>	
Skills and knowledge	<ul style="list-style-type: none"> <li>• Ability to use ICT effectively to support learning.</li> <li>• Ability to use other technology as required.</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Have a flexible approach to working hours</li> <li>• Ability to follow verbal instructions</li> <li>• Have an awareness of confidentiality and Data Protection</li> <li>• To actively promote our commitment to safeguarding and the welfare of children</li> <li>• Ability to identify your own training needs and willingness to participate in training and development opportunities.</li> </ul>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	After School Club Manager		
Chief Executive Officer's signature:	E Vitalis	Date:	
Postholder's signature:		Date:	