



Together, We Learn and Grow in God's Love

Sacred Heart
Catholic Primary School
A Voluntary Academy

Headteacher: Mrs M Nichol

Eden Way, Leeds, LS4 2TF | 0113 3206290 | www.sacredheartleeds.org.uk | office@sacredheartleeds.org.uk

JOB DESCRIPTION

JOB TITLE: After School Club Manager

GRADE: C1

HOURS: 15 hours, 3pm -6pm weekdays, term time only

PURPOSE OF THE JOB

To plan and prepare high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the After School Club (ASC), including those with special needs. To be responsible for delivery of activities within the provision. Develop, implement and review the policies, procedures and practices within the provision.

RESPONSIBLE TO:

The Headteacher. In carrying out these duties, to consult, where appropriate, with the relevant senior managers, other staff in school, parents and carers, pupils and the wider community.

DUTIES AND RESPONSIBILITIES

- Contribute to the overall ethos, work and aims of the school
- Implement relevant policies and procedures to ensure that the ASC operates to the highest standards in line with the National Standards for Day care and After School Clubs
- Ensuring the National Standards for Day Care and After School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation with the assistance of the Head Teacher and senior leadership team
- Ensure the ASC complies with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person
- Be responsible for creating a welcoming, stimulating and safe indoor and outdoor environment for children attending the club
- Be responsible for termly, weekly and daily planning of activities and experiences that are appropriate, varied and enjoyable to ensure that all children's needs are met
- Supervise and support staff and volunteers working in the ASC
- Be prepared to take part in relevant training, learning activities and performance development as required
- Be responsible for the management of the behaviour of pupils attending the club
- Build and maintain positive and professional relationships with parents and carers
- Maintain attendance registers for children attending the club
- Ensuring the club is secure, and the alarm is set, on leaving
- Assist the school business manager in promoting and publicising the club



Sacred Heart Catholic Primary School, a Voluntary Academy is part of St Gregory the Great Catholic Academy Trust

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Registered office: Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

- To undertake any other duties that are commensurate with the post

Please note there is no expectation to manage financial matters relating to the club (payment of fees, purchasing of stock), which are the responsibility of the school business manager.

Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.

The postholder will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified within this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
GCSE English – grade C or above (or equivalent)		✓
GCSE Maths – grade C or above (or equivalent)		✓
Teaching Assistant NVQ Level 3 or above (or equivalent)		✓
Food hygiene certificate		✓
Experience		
Working with or caring for children of primary age (4-11 years)	✓	
Working with pupils with additional needs		✓
Experience of staff supervision		✓
Experience of working in a child care or play work setting	✓	
Experience of working across a variety of childcare settings		✓
Knowledge		
Paediatric First aid training	✓	
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓	
Basic understanding of child development and learning	✓	
Designated Safeguarding Lead training		✓
Understanding of the behaviour management issues and strategies	✓	
Skills		
Good numeracy/literacy skills	✓	
Effective use of ICT		✓

Use of other equipment technology	✓	
Ability to manage a team	✓	
Ability to relate well to children and adults.	✓	
Work constructively as part of a team, supporting other members of staff and building positive relationships with adults and children	✓	
Display commitment to protection and safeguarding of children and young people.	✓	
Professional, approachable, polite and respectful manner	✓	
Problem solving abilities	✓	
Creativity and organisation for planning and record keeping	✓	
Ability to identify own training needs	✓	