

Job Description: After School Club Manager

Shiplake C.E. Primary School is a thriving village school at the heart of its community, known for its strong academic foundations, nurturing environment and close relationships where every child is valued and supported to flourish.

We are looking for a caring, engaging and efficient After School Manager to lead and further develop our provision.

After School Club Manager – Job Description

Purpose of the Role

The After School Club Manager is responsible for the day-to-day running of the school's after-school provision, ensuring a safe, stimulating and inclusive environment where children feel happy, supported and engaged. The role involves planning activities, supervising children and any additional staff, and ensuring the club operates smoothly and in line with school policies/Ofsted/Health and Safety guidelines.

Key Responsibilities

Management and Organisation

- Lead and manage the daily operation of the after-school club.
- Plan and organise a range of age-appropriate activities including play, creative, sports and quiet activities.
- Ensure the club runs safely, efficiently and in line with safeguarding and health and safety requirements.
- Manage registers, bookings and attendance records.

Staff Supervision

- Supervise and support after-school club staff and volunteers.
- Allocate tasks and ensure appropriate staff-to-child ratios are maintained.
- Support staff development and promote a positive team environment.

Childcare and Wellbeing

- Provide a safe, caring and inclusive environment for all children.
- Promote positive behaviour and support children's social development.
- Ensure children are properly supervised at all times.

Safeguarding and Health & Safety

- Follow the school's safeguarding and child protection procedures.
- Hold Level 3 (DSL) Safeguarding Lead training
- Ensure health and safety procedures are followed at all times.
- Report any safeguarding or welfare concerns in line with school policy to school DSL's.

Communication

- Maintain positive relationships with parents and carers.
- Liaise with school staff and leadership where necessary.
- Provide updates or information about the club when required.

Administration

- Maintain accurate records, including registers and incident reports.
- Support the management of resources, equipment and snacks.
- Ensure the club environment is tidy, safe and well organised.
- Liaise with SBM to ensure invoices to parents are accurate, up to date and forwarded for payment by parents.

Person Specification

The successful candidate will:

- Have experience working with children in a childcare or school setting.
- Demonstrate strong organisational and leadership skills.
- Be enthusiastic, reliable and able to work as part of a team.
- Effectively lead play/activities within the provision.
- Positive, child friendly communication skills.
- Have a good understanding of safeguarding and child welfare.
- Hold (or be willing to obtain) relevant training such as Paediatric First Aid in Schools training, L2 Safer Food Handler Award and L2 Safer Food Handler Award.

Reporting To: Headteacher/ School Governors

Working Hours: Monday – Friday 3.15pm – 6.15pm