

Before and After School Club Manager

Job Description

Grade: GR3

1. Job Purpose

- 1.1 To lead and be responsible for day to day management of before and after school care, providing care and play opportunities in a safe and secure environment

2. Key Responsibilities

- 2.1 To lead the day to day management and organisation of the Before and After club within the agreed Local Authority and Inspection standards, policies and procedures
- 2.2 To ensure and provide care, play opportunities and activities in a safe and secure environment, with regard to the individual needs of children
- 2.3 To ensure and provide full care for children, including the provision of snacks to those children who require it
- 2.4 To manage and lead a team of staff to deliver high quality creative play opportunities in a safe and caring environment
- 2.5 To be responsible for the day to day administration, record keeping, ordering and purchasing of equipment, supplies and resources
- 2.6 To be responsible for administering bookings and fees
- 2.7 To manage agreed budgets
- 2.8 To be responsible for setting up and clearing away at the beginning and end of each session
- 2.9 To liaise with parents, school and other agencies as appropriate and encourage parental involvement and support of the club
- 2.10 To be responsible for the planning and development of the club, in line with the Governors requirements as requested
- 2.11 To ensure quality assurance and to attend team and Governors meetings as requested

- 2.12 To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises
- 2.13 To provide equality of opportunity to all within the out of school club environment, including children, staff and parents
- 2.14 To ensure confidentiality of any information received and work with the remit of the Data Protection Act
- 2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.16 To ensure all tasks are carried out with due regard to Health and Safety
- 2.17 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.18 To adhere to the ethos of the school
 - 2.18.1 To promote the agreed vision and aims of the school
 - 2.18.2 To set an example of personal integrity and professionalism
 - 2.18.3 Attendance at appropriate staff meetings and parents evenings
- 2.19 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title: _____

3.1 Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision
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			(as in 3.2 above)
Deputy Manager			

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
