


Job Description		
Title Before & Afterschool Club Manager	School: William Lilley Infant & Nursery School	Post Ref
<div>Job Purpose</div> <p>To lead and be responsible for the day to day organisation of the before and after school provision at William Lilley Infant & Nursery School providing high standards of care and play opportunities for children between 3-7 years old in a safe and secure environment.</p> <p>To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.</p>		
<div>Accountability</div> <p>The post-holder will be responsible to the Head Teacher and the School Business Manager.</p>		
<div>Key Responsibilities</div> <ol style="list-style-type: none">1. To lead the day to day management and organisation of the before and after school provision.2. To lead and motivate a team of staff to deliver high quality, creative play opportunities in a safe and caring environment.3. To draw up and supervise the daily programme of imaginative and innovative activities and events, suitable to the needs of the children, ensuring that staff are properly deployed with required ratios and offer appropriate stimulation and support to the children.4. To plan and prepare fun and nutritious snacks for the children.5. Liaise with the school with regard to the needs of the children who attend the club.6. Assisting with the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented7. Adhere to William Lilley school values and ensure they are reflected in relationships with staff, pupils and visitors.8. Ensure that high standards of behaviour are maintained in line with the school's behaviour policy and ensuring all children are treated equally.9. To administer first aid as appropriate.10. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.11. Ensuring that areas are cleared at the end of the sessions. Adhering to legal responsibilities and duties, take reasonable care for the health and safety of themselves, staff, children and members of the public who use the club.12. To attend meetings/training as appropriate.13. To uphold the school's policy in respect of child protection and safeguarding matters.		



14. Any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised trade unions.

Person Specification

1. Ability to provide and facilitate an inclusive, safe and creative play.
2. Communicate effectively with a wide range of groups and individuals.
3. Ability to lead and manage a small team of staff and work as an integral part of that team.
4. Use of good organisational skills to be able to plan effectively and respond to unplanned circumstances using initiative and sound judgement.
5. Able to bring new ideas to the role.
6. Caring and dynamic approach.

Education and Knowledge

1. NVQ Level 3 in Childcare/Playwork or equivalent.

Desirable:

2. Paediatric First Aid
3. Basic Food Hygiene Certificate.

Experience

1. Experience of effective supervision or management of staff in a primary or childcare/pre-school setting.
2. Experience of working with children aged 3-7.