Before and After School Club Manager

Job description

Employment details	
Job title	Before and After School Club Manager
Reports to	Head of School
Hours of work	17½ per week, term time only 7:30-8:45am 3:15-5:30pm
Salary grade	Grade 6 SCP 15-23

Main duties:

- Lead and manage the Before and Afterschool Club Team in providing high quality childcare.
- Ensure the provision is constantly evolving, providing the best possible provision for our children.
- Manage the day-to-day duties including rotas, staffing, shopping list, attendance registers, bookings etc.
- Liaise with parents and carers in an approachable and professional way.
- Work with all staff to plan and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children, ensuring appropriate supervision of all pupils is in place.
- Lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- Ensure the set up and clearing away the club room paying full regard to Health and Safety, leaving room clear and clean for other purposes.
- Cater for the needs of the children attending the Before and After School Club.
- Supervise the preparation of food and drinks for the children and supervise them eating.
- Supervise the compliance of all Health and Safety, and food preparation regulations.
- Ensure equipment and resources are appropriately cared for and maintained; raising with the Head of School or CEO / Executive Headteacher any resourcing requirements

- Report any concerns regarding the Before and Afterschool Club to the Head of School or CEO / Executive Headteacher.
- Undertake appropriate training and development activities.
- Any other duty requested by the Head of School or CEO / Executive Headteacher.