



JOB DESCRIPTION

Job Title	Breakfast & Afterschool club Manager (Extended Services Level 4)
Location:	Asquith Primary School
Grade	C1 (points 12 - 17 pro-rata)
Contract:	Part Time, Permanent
Hours:	30 hours a week (Term Time Only +3 INSET days)
Conditions Of service	NJC
Responsible To	Headteacher
Responsible For	Extended schools staff

Special conditions this post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There is a service requirement to occasionally work outside school hours and off the school site, as required.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Job Purpose: The post holder will be responsible for planning and preparing a programme of activities, managing, and leading a team of staff and taking responsibility for all relevant paperwork and administration. They will develop, implement, and review the policies procedures and practices within the provision. The post holder will also take a lead role in the promotion of the club in the local area.

Responsibilities:

- Planning a wide variety of activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development.
- Ensuring that all activities reflect positively the linguistic, religious, and cultural diversity of the community.
- Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.
- Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget.



- Deploying the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play.
- Listening to, encouraging, enabling, stimulating the children, and ensuring their safe keeping.
- Ensuring the provision of good quality, nutritious and attractive food for the children is prepared according to set standards of hygiene.
- Administering, monitoring, and evaluating the number of places being used in order to maintain sustainability and the efficient running of the club.
- Acting as the Designated Safeguarding Lead (DSL) working with other professionals including the school, Education Leeds, and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the Leeds guidelines for Child Protection are adhered to.
- Ensuring Health and Safety Procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance.
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
- Providing induction for new staff members, and the supervision and performance management of staff members.
- Responsibility for the financial management of the service, e.g. budget setting, the collection of fees, invoicing and maintaining records.
- Ensuring that the financial regulations are adhered to.
- Responsibility for own professional development.
- Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential.
- Working closely with the school and prepare reports that will assist in the children's smooth transition into school.
- Organising and participating in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.
- Actively promoting and supporting policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.
- Responsibility for the securing of the building and resources.



- Responsibility for the group of children during any building evacuation.
- To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Where appropriate, liaising with local schools and colleges regarding student placements.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications: NVQ Level 3 or equivalent in Child Care or appropriate subject is essential. Appropriate first aid training and a Food hygiene certificate is desirable.