**Job Description:** Before and After School Club Manager

**Title:** Before and After School Club Manager

**Accountability:** The post holder will be responsible to the Headteacher and the Governing Body

**Responsibility:** The manager will be responsible for the management of all the staff in the setting and the welfare of the children attending

**Location:** Nevill Road Infant & Junior School

**Hours:** 7:00am 🡪 9:00am / 3:00pm 🡪 6:00pm (Monday to Friday, term-time with possibility of running holiday activities to be negotiated)

**Contract type:** Permanent

**Salary:** NJC 12-17

**Purpose of the job:**

To lead and be responsible for the day to day organisation of the Breakfast and Afterschool Club provision providing high standards of care and play opportunities for children between the ages of 3-11 years old in a safe and secure environment.

**Main duties and responsibilities:**

**Delivery:**

* To lead the day to day management and organisation of the Before and After School Club.
* To provide line management to a team, directing their work, supervising their activities and inducting new staff.
* To work with all staff to plan and provide care, play opportunities and activities in a nurturing and safe environment with due regard to the individual needs of the children.
* To lead and motivate a team of staff to deliver high quality creative play opportunities in a nurturing and safe environment
* To liaise with the schools with regard to the needs of the children who attend.
* To liaise with parents to encourage their involvement and support.

**Management and Administration:**

* To manage and oversee all bookings, refunds, waiting lists and parent accounts for Breakfast and After School Club.
* To ensure that all play leaders work to secure the safety, welfare and good conduct of the children attending activities provided.
* To ensure that all agreed policies and procedures are understood and followed by staff.
* To be responsible for the preparation of staff rotas and organise any staff cover as necessary, liaising with school staff.
* To ensure that all Health and Safety regulations are met including food hygiene.
* To liaise with parents appropriately ensuring that they understand and are informed about the policies and procedures affecting the organisation of sessions.
* To assist in the recruitment of extended services delivery staff including induction and training.
* To oversee the purchase, organisation and storage of resources and ingredients.
* To act as main contact regarding the reporting of all B/ASC accidents and incidents to the designated member of staff as required.
* To ensure that registration and signing out procedures are followed correctly.
* To ensure that children do not leave the designated areas in school without permission of the Session Manager or a senior member of school staff.
* To encourage the children to participate in planned activities and become involved in playing alongside other children as necessary.
* To assist in the setting up and tidying away of play equipment at the end of the session.
* To supervise the children in the preparation and eating of healthy snacks in the designated area, including tidying away.
* To supervise children appropriately at all times in the designated areas including corridors and toilet facilities.
* To be aware of all emergency procedures e.g. fire drill and knowledge of what action to take.
* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
* Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
* Contribute to the school’s ethos, aim and development.
* To carry out any other duties which will be seen to enhance the work of the Before and After School Club.

**Person Specification**

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| **ASSESSMENT METHOD** | **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application/  Interview | **Qualifications**  Level 3 certificate in Teaching Assistance/Supporting Teaching and Learning, Early Years, Child Care or Playwork | **✓** |  |
| Application/  Interview | GCSE English and Mathematics at Grade A\*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. | **✓** |  |
| Application/  Interview | Basic Food Hygiene certificate |  | **✓** |
| Application/  Interview | First Aid Qualified (paediatric) |  | **✓** |
| Application/  Interview | Training in relevant learning and play strategies. |  | **✓** |
| Application/  Interview | **Experience** A minimum of 3 years’ experience of working with and caring for primary aged children. | **✓** |  |
| Application/  Interview | Experience of planning and prioritising own workload. | **✓** |  |
| Application/Interview | Experience of developing and delivering play activities for a range of children. | **✓** |  |
| Application/Interview | Experience of managing staff including recruitment; induction and rota planning. |  | **✓** |
| Application/Interview | Experience of managing resources and budget planning. |  | **✓** |
| Application/ Interview | Skills  Ability to work effectively within a team environment taking the lead role. | **✓** |  |
| Application/ Interview | Ability to build positive and effective working relationships with colleagues; families and children using the service. | **✓** |  |
| Application/  Interview | Ability to show initiative |  | **✓** |
| Application/  Interview | To demonstrate high organisation skills | **✓** |  |
| Application/  Interview | Ability to work creatively with children at all ages regardless of specific individual need. | **✓** |  |
| Application/ Interview | Knowledge Understanding of relevant policies/codes of practice and awareness of relevant legislation. | **✓** |  |
| Application/ Interview | Knowledge and understanding of relevant government policies with reference to healthy eating**.** |  | **✓** |