

**Breakfast and After School Club Manager  
Job Description**

<b>Job Title:</b>	Breakfast and Afterschool Club Manager
<b>Salary:</b>	Grade D on the NJC Pay Scale
<b>Responsible to:</b>	Classroom Teachers, SLT, Headteacher
<b>Date of Job Description:</b>	January 2020

**Purpose of the Role:**

To lead, manage and be responsible for the day-to-day management of the breakfast and afterschool club provision, providing educational and recreational activities in a safe and secure environment.

**Main Tasks and Responsibilities:**

**General Duties**

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning and play.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

**Student Support**

- To work within the Breakfast and Afterschool Clubs to facilitate a smooth transition between classes and club activities.
- To support students on a group basis to access planned activities.
- To assist in the development of various skills which student the children's learning, development and play.
- To ensure compliance with student health and welfare requirements.
- To assist in the personal and social care of children, and in the student's development of related skills.
- To develop an atmosphere within Breakfast and Afterschool Club in which safe learning and play can take place.
- To use skills to develop effective learning and play aids.

### **Staff Management**

- Day to day management of Breakfast and Afterschool staff. This includes regular monitoring of the work of individual team members and providing appropriate feedback as well as attendance management.
- To ensure effective deployment of the Breakfast and Afterschool Club team in response to operational requirements, planning for change where appropriate.
- Take a lead in planning, development and delivery of Breakfast and Afterschool Club services/procedures in consultation with the Headteacher and SLT.
- To undertake, in consultation with the Headteacher, recruitment and selection of the Breakfast and Afterschool Club team.
- To support nursery staff in providing for the safe supervision of children in the Breakfast and Afterschool Club.

### **Specific Duties**

- Plan, prepare and deliver learning and play activities to individuals and groups modifying and adapting activities as necessary;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Support pupils in social, health and emotional well-being, reporting problems to parents/carers and SLT as appropriate;
- To monitor all aspects of the Breakfast and Afterschool Club provision and work to a self-evaluation to report to the Headteacher and SLT;
- Contribute to the development of policies and procedures for the Breakfast and Afterschool Club;
- To communicate with the wider community in terms of organising events, activities and promoting the Breakfast and Afterschool Club within the locality.
- To be the first line support to liaise with parents, carers and other providers/outside agencies on a range of matters, and positively develop relationships with all parties to assist in student progress, attainment and wellbeing.
- To be the first line support for any complaints made regarding the Breakfast and Afterschool Club and endeavour to resolve these initially, reporting to SLT where complex matters arise.
- To be responsible for safeguarding within the Breakfast and Afterschool Club under the direction and supervision of the Designated Safeguarding Lead.
- To be responsible for all aspects of Health and Safety within the Breakfast and Afterschool Club.
- To ensure compliance for OFSTED and other legal requirements in relation to the Breakfast and Afterschool Club settings.
- In liaison with parents, Senior Administrator and Finance Manager ensure all grants and billing is administered.
- To be responsible for the ordering of Breakfast and Afterschool Club resources; including consumables and perishables in liaison with the Finance Manager.
- To have total commitment to upholding school ethos and core values.
- Any other duties as reasonably requested by the senior leadership team