



## **JOB DESCRIPTION**

**Job title: Extended School Manager**  
**Reports to: Headteacher / Head of School**

### **Trust Ethos and Mission statement**

**Excellence through cultivating character, sharing talents and pursuing excellence.**

All members of the team employed by the Academies for Character and Excellence support and promote the Trust's mission and vision, and promote character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

### **Purpose of the Job**

To create high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs.

### **Major Responsibilities / Duties**

**In addition to the following duties, the post holder may be required any of the duties normally associated with the Extended School Assistant.**

- To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment
- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To take a lead in the development of independent social skills
- To undertake duties such as preparing snacks, cleaning Club room and toys, reporting any damages, and tidying up
- To report any problems/achievements to parents if necessary or appropriate
- To liaise with parents and the school office to enable the effective operation of the Club

- To administer basic/paediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To take care of their own and other people's health and safety.
- To maintain registers of attendance/absence and other child records
- To assist in Club marketing and promotion
- Maintaining stock and ordering supplies
- To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
- To ensure confidentiality is maintained where appropriate
- To follow safeguarding policies and procedures at all times

**Support the school by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting differences and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required

**Whole school commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trust's extra-curricular activities
- To take an active part in the school and Trust's involvement with the wider community
- To ensure the children's safety at all times

**Health and Safety**

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.