



JOB DESCRIPTION

Job title: Extended School Manager
Reports to: Headteacher / Head of School
Grade: Devon NJC D

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 Trusts mission and vision and promotes 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 a preparing snacks, cleaning club room and toys, reporting any damages and tidying up etc
- 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 for 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 difference 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 Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times