



Meole Brace

C of E Primary School and Nursery

Job Description

Details of Post

- Title: Extended Schools Manager (Level 4)
- School: Meole Brace Primary School
- Reporting to: Headteacher, School Business Manager
- Post Number: P25122
- Grade and SCP: Grade 7 (SCP 12 -17)
- Hours: 25hrs 7.15am to 9.15am and 3.00pm to 6.00pm Monday to Friday

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

To co-ordinate the overall running of the extended schools childcare provision, under the direction of the Headteacher/School Business Manager. Line manage the team of extended schools staff.

Principal Duties and Responsibilities

1. Support for Pupils

- Plan, co-ordinate, supervise and deliver a range of fun, active and stimulating activities in conjunction with the Extended School's Assistants ensuring safe and creative play opportunities.
- Ensure the good behaviour of children in accordance with school policies.
- Organise and manage registration/departure procedures, accurate record keeping and stock control.
- Plan carefully to cater for pupils of different ages and abilities; providing pupils with a range of healthy food and drink options and encouraging them to make choices and to develop a positive attitude towards healthy eating.
- Create a safe environment for the children; ensuring that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire/evacuation procedures are carried out effectively.
- Attend LA Designated Child Protection Lead training and ensure that the school's policy and practices are being adhered to
- Take overall responsibility for health and safety, accident prevention and the smooth running of the emergency procedures for both children and members of staff.
- Ensure the school's child protection policy is upheld.

- Administer first aid as appropriate.
- Be responsible for the overall quality of liaison with parents/carers, school representatives and other childcare and play related agencies.
- Record any accidents/incidents properly, informing parents/carers appropriately and in accordance with the school's health and safety procedures.
- Ensure all equipment and materials are cleared away, leaving the premises clean, tidy and secure and liaising with the caretaker as necessary.

2. Other Responsibilities

- Train extended schools staff to undertake their role where necessary
- Maintain all records relating to the management of the service ensuring confidentiality and data protection of the children.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and efficient running of the schools extended wrap around care.
- Ensure that all staff are deployed effectively and have a clear understanding of their role and responsibilities in all sessions.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

3. Safeguarding

- Act as a Designated Safeguarding Lead and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.
- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

4. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

5. Management and Other Responsibilities

- Any other duties which are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.
- Manage a team of Extended School Staff
- Hold regular team meeting with managed staff
- Any other duties that the Headteacher feels is commensurate with this post. Whilst every effort is made to explain the main duties and responsibilities of this post each individual task may not be identified.

6. Review and Signatures

- This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**