

Job Description: Out of School Club Manager

Employment details

Job title:	Out of School Club Manager (Breakfast Club)
Reports to (job title):	Head / R Hammond
Type of position:	Permanent
Hours of work:	1.5 hours per day / 7.5 hours per week
Level and scale point:	Grade 6

Job Purpose

To provide a high quality, inclusive play and care centred service that meets the needs of children, young people and their families. To be responsible for the day to day organisation and operation of the club in line with club policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

Areas of responsibility:

MAIN RESPONSIBILITIES
Encourage, lead and support a team of playworkers to provide a safe, stimulating environment for the children and young people. Organise staff meetings on a regular basis and carry out in-house training when necessary.
Supervise children and young people and plan, organise and prepare creative and appropriate play opportunities for the children.
Develop and apply policies and procedures in line with the National Standards for Out of School Care and statutory guidance on Safeguarding Children.
Refer concerns relating to child protection to the relevant professionals in line with Local Safeguarding Children Board procedures
Liaise with parents to create and develop open and inclusive working partnerships which support the development of their children.
Manage administration, fee collection, record keeping, ordering and purchasing whilst working within an agreed budget.
Be responsible for health and safety, carrying out regular checks and risk assessments (including fire and vehicle safety) Administer first aid when necessary.
Develop systems that ensure safe arrival and departure of children and young people.
Manage the provision of refreshments for the children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.
Develop good working relationships with schools and other local organisations and individuals.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Description: Out of School Club Manager

	Essential	Desirable
Qualifications and training	Safeguarding and Child Protection knowledge	- First Aid Qualification - National Standards for Out of School Care - Knowledge of Health and Safety procedures including fire
Experience	Previous experience working with children	
Knowledge and skills	Willing to undertake job related training to include but not limited to Food Handling and Allergy training	- Have an awareness of policies and procedures relating to working in a school - Be able to contribute to the wider school community and activities
Personal qualities	The successful candidate will be: - Able to work with children, parents and staff in a patient and understanding manner - Able to communicate effectively. - Flexible and positive towards change. - Friendly with a sense of humour and positive attitude. - Motivational and willing to work as part of a team. - Caring and willing to listen - Reliable and organised. - Able to adapt to situations which may arise. - Able to organise appropriate play activities in and out of doors - Able to use their own initiative - Approachable and self-motivated. - Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. - Able to maintain a high level of confidentiality and discretion at all times.	The successful candidate will be able to meet the attributes of the Trusts Values: Aspiration - Inclusive and respectful to all our colleagues - Keen to keep developing and receptive to change - Reflective and learn from mistakes Believe - Passionate and have a positive outlook - Confident to share their opinions and ideas and value those of others - Solution focused Community - Considerate of all - Welcoming - Adaptable - Understanding of the needs of the wider community - Look after our own and each other's well being

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people