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| JOB OUTLINE |
| **job title:** | Out of School Club Manager 2 |
| **grade:** | Grade 5 |
| **location:** |       |
| **responsible to:** |       |
| **staff responsible for:** |       |
| **job purpose:** | **The main objectives to be achieved by the Post holder** |
| To create a stimulating, high quality play opportunities within a safe and caring environment. To be responsible for co-ordinating and organising:* Planning, development and review of activities within the provision,
* Leading the out of school club team,
* Administrative and financial/budget monitoring systems,

The Post-holder would be the Club Manager of a larger Club setting. |
| main activities | What the Post holder will actually do **What prescribed duties the post holder will have** |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post*** To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment
* To be responsible for implementing Safeguarding and Health and Safety policies and procedures
* To ensure the EYFS requirements are met
* To liaise with parents to enable the effective operation of the Club
* To lead the development of policies and procedures
* To manage Club staff and volunteers, taking responsibility for recruitment, induction, allocation of work and training and supervision
* To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete
* 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 maintain registers of attendance/absence and other child records
* To undertake administrative tasks, including billing and credit control
* To undertake all clerical and financial administrative tasks for the Club, including managing petty cash, postage, banking, budget reconciliation
* To undertake budget planning and monitoring for the Club, and provide regular budget reports to school management.
* To assist in Club marketing and promotion.
* Contributing to the planning, development and delivery of the Club.
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| * Maintaining stock and ordering supplies, including the processing of orders, checking of deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.
* 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.
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| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** |
| **Agreed by:**       |

# Employee Specification Form

**Title of Post Out of School Club Manager 2**

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| **Personal Attributes required****(on the basis of the job outline)** | **Essential (E)****or****Desirable (D)** | **To be identified by:****(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
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| Relevant Child Care qualification (or equivalent) | E |       |
|  |  |       |
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| **Experience** |  |  |
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| Experience of working with or caring for children of relevant ageExperience of undertaking administrative tasks | EE |       |
| Experience of undertaking financial dutiesExperience of managing staff | DD |       |
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| **Knowledge/skills/abilities** |  |  |
|  |  |  |
| Ability to relate well to childrenAbility to keep records and undertake necessary administration | EE |       |
| Ability to work as part of a team | E |       |
| Ability to manage resources within the Club budgetAbility to monitor budgets and produce statistical reports  | ED |       |
| Good communication skills (oral and written)Good numeracy and literacy skills | EE |       |
| Ability to maintain confidentialityBasic knowledge of First AidAbility to make effective use of ICT (e.g. Word, Excel)Flexible attitude to workKnowledge of safeguarding requirements Knowledge of Early Years Foundation Stage | EEEDDD |  |
| **Other** |  |  |
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| Commitment to Equality and DiversityCommitment to Health and SafetySatisfactory attendance record/commitment to regular attendance at work | EEE |  |
| **Special Requirements** |  |  |
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