



## **JOB DESCRIPTION**

<b>Post Title:</b>	Out of School Club Manager (1514)
<b>Pay:</b>	Grade G: point 12
<b>Core hours:</b>	22.5 hours per week; 7.30 – 9.00am and 3.00 – 6.00pm; Monday to Friday inclusive.
<b>Reports to:</b>	Senior Leadership Team

### **Overall purpose of the post**

The post holder will be responsible for the day-to-day organisation of the Out of School (OSC) provision providing high standards of care and play opportunities for children in a safe and secure environment in line with the school's ethos and policies.

### **Principal duties and responsibilities**

#### **Delivering Out of School Provision:**

- To lead the day-to-day management and organisation of the Out of School Club
- Line managing and supervising OSC staff in liaison with the Senior Leadership Team (SLT)
- To ensure the OSC operates in a smooth and efficient manner (e.g. booking forms and staff rotas)
- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- To organise menus and food for breakfast and evening snack considering hygiene, health and safety regulations as well as dietary requirements
- Providing comprehensive care for the children including collecting them from classrooms within the school and handing over to parents at collection.

- Work with all staff to provide care, play opportunities and activities in a nurturing and safe environment with regard to the individual needs of the children
- Liaise with the school with regard to the needs of the children who attend the club
- To liaise with parents to encourage parental involvement and support of the Out of School Club
- Develop and maintain good communication and links with all stakeholders including children and staff, the school, parents, governors and the community.

### **Management and Administration:**

- Uphold, implement and regularly review all policies and procedures in partnership with the SLT
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff
- Liaise with the School Finance Team to ensure rigid financial control of the budget and be responsible for ordering and purchasing of equipment, supplies and resources.
- Liaise with the School Finance Team to administer bookings and collection of fees, ensuring any money transactions are handled and documented as directed by the School's Office Managers.
- To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- To support the Office Managers to manage the occupancy levels of the Out of School Club.
- To promote and market the club effectively to maintain occupancy.
- Develop professional working relationships with the school, all relevant professionals and authorities, including the Local Authority and Ofsted
- With support from the SLT monitor and evaluate the quality of the service to ensure that adequate standards of safety and hygiene are maintained throughout the OSC, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents
- To ensure that all staff work with the schools' policies and procedures
- To carry out any other duties which will be seen to enhance the work of the school's OSC

### **Safeguarding:**

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Job descriptions are subject to review.