



Head Teacher. Colin Marks
Trust Executive Deputies. Nick File
Trevor Goakes

Job Description

Post Title: Platform One Out of School Club Manager
Grade: Grade 6, Point 7 to 12
Responsible to : Headteacher

Overview:

To efficiently manage the out of school club provision, Platform One, and its staff, ensuring that a safe, caring and high quality stimulating environment is provided for children that takes into account individual development needs. To be responsible for the day to day organisation of the club and to contribute and implement out of school policies whilst also fulfilling statutory requirements.

Main Duties and Responsibilities:

1. Provide a high standard of care for children in the club, including those with special educational needs
2. Create and deliver high-quality and varied activities within a caring environment.
3. To ensure that the club is a safe environment, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuations are carried out effectively.
4. Establish and maintain a professional relationship with parents that supports a positive partnership including communicating to parents any club updates
5. Ensure confidentiality is maintained where appropriate
6. To ensure all records are kept accurately (including registers, accident records etc)
7. To oversee and administer first aid when needed.
8. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Child Protection/Safeguarding children
 - Health, Safety and Security
 - Confidentiality, and
 - Data protection
9. Maintain control and discipline by implementing and following the school behavior policy.
10. Develop and foster good relationships with the school and other childcare and play related agencies, attending meetings and training as required.

11. Purchase nutritionally balanced food and drink for Platform One and ensure that the storage and preparation of food is compliant with food hygiene standards.
12. Work within agreed budgets and ensure the school receives value for money.
13. Ensure that all children are collected from school safely
14. Monitor and evaluate provision in order to make improvements and to ensure equality of access for children and families.

Management of Staff

1. Line manage a team of play workers to ensure that they abide by the clubs policies and procedures and are providing high standard of care for the children.
2. Ensure that there is an appropriate level of staffing at all times, including organising holiday club rotas and sickness cover.
3. Ensure all school policies are adhered to including reporting all staff absence to the School Office on the day of notification.
4. Ensure that records of any overtime worked are correct and signed off in a timely fashion , so that the School Office Manager can ensure remuneration is made.
5. Carry out sickness absence, probation review and performance management meetings when required with the support of the HR Officer at the OWN Trust.
6. Organise staff meetings on a regular basis.
7. Organise in house training for staff when appropriate, including first aid, food hygiene and other in house training on behaviour.
8. Be involved in interviewing and recruitment of new staff members when needed

Administration

1. Liase with School Office Manager on all new bookings and allocation of places in accordance with policies and user agreements.
2. Ensure all ad hoc bookings and changes are reported to the school office for accurate billing.
3. Ensure all policies are reviewed and updated when necessary, including user agreement and terms and conditions of the club.

Premises, Health and Safety:

1. Hold keys for and unlock/lock the school site and Platform One building during term time, during school closure and holidays.
2. Conduct or arrange for fire evacuation practices at least termly, ensuring records are kept of each evacuation and alarm test.
3. Administer first aid as appropriate. Have an up to date, full (12 hour) Paediatric First Aid Certificate.
4. Ensure that the fabric of the building and the equipment used by the club are safe and secure reporting any defects to the Estates Team to ensure remedial action can be taken.
5. Ensure that children with additional needs, including those on medication, have a relevant care plan.
6. Care for children who have become ill or have suffered accidents. Log accidents in the accident book.
7. Purchase all cleaning materials maintaining up to date COSHH sheets for Health and Safety.

Person Specification:

Essential:

Experience of working with children in a similar setting
Experience of leading and managing a team
Good knowledge and understanding of Health and Safety Requirements.
Sound understanding of child development and children's needs.

Desirable:

Level 2 or 3 NVQ Childcare Qualification
Full Paediatric First Aid Certificate (Must be willing to complete if does not hold)
Food Hygiene Certificate (Must be willing to complete if does not hold)
Experience of providing activities for mixed age/ability groups
The ability to plan and implement an out of school curriculum.