

**STJOSEPH'S 'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION**

Job Title: Holiday Club Manager
Employer: The School Governing Body
Responsible to: The Headteacher
Line managed by: The Headteacher

General Duties:

To carry out the duties of a Holiday Club Manager as set out in the current School Teacher's Pay and Conditions Document having due regard to the National Curriculum, the school's mission statement, objectives and schemes of work and policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

Generic Responsibilities (Holiday Club Manager)

- To manage the Holiday Club provision provided throughout the school holidays.
- To be a committed and active member of the staff team and school community.
- To be responsible for the planning, preparing and evaluation of activities provided throughout the club.
- To be responsible for ensuring resources and stocks are sufficient to run the club.
- Supervising and overseeing the preparation of snack and lunchtimes.
- To liaise effectively with the Headteacher and Nursery Manager when providing registers and staffing rotas for the provision.
- To liaise effectively with the Headteacher when providing advertisement of the club.
- To maintain effective records of daily attendance and to liaise effectively with the admin team for club finances.
- To liaise with the HAF team and ensure reports are completed when requested and be responsible for the administration of the Eque system.
- To ensure the good behaviour of all attendees in the club, supporting whole school procedures, especially those in your care.
- To be committed to the maintenance of high standards and quality of provision throughout the club.
- To meet and inform parents of their child's time during the club, both before and after drop off/collection.
- To promote the vision, aims and values of the school.
- To play a full part in the life of the school, where necessary including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policy making.
- To implement all school policies, promoting equal opportunities for all.
- To undertake any other particular duty reasonably assigned by the Headteacher from time to time.

Mandatory Duties

Safeguarding

- At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

Health and Safety

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.

Equal Opportunities

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the SCE Equal Opportunities Policy

This document is signed as having been negotiated, agreed and seen by the Holiday Club Manager and Headteacher. It will be reviewed annually.

Signed..... Date.....
Holiday Club Manager

Signed..... Date.....
Headteacher