|  |  |
| --- | --- |
| JOB TITLE | After School Club Manager |
| GRADE | Scale 6 Spine point 26 - 28 |
| RESPONSIBLE TO | Headteacher |
| PURPOSE OF THE JOB | To lead the After School Club staff team in providing high quality play opportunities in a safe and stimulating environment. To provide leadership in the organisation and operation of the After School Club including preparation and maintenance of resources and support to staff and pupils. |

#

MAIN RESPONSIBILITIES

1. LEADERSHIP & MANAGEMENT
* To lead the After School Club staff team in providing a high quality range of safe, creative and appropriate play opportunities that stimulate and support the children
* To plan, develop and organise an activities programme for pupils attending the After School Club
* To contribute to the creation, development and organisation of systems, procedures and policies
* To be responsible for maintaining records, information and data (registers, sign out sheets, accident and incident books etc). To produce analysis and reports as required
* To monitor and manage equipment and stock, ordering and purchasing within an agreed budget, cataloguing resources and undertaking audits as required

##### To promote and ensure the health and safety and good behaviour of pupils at all times through implementation of school and After School Club policies

* Administer first aid as appropriate
1. OTHER RESPONSIBILITIES
* To contribute to the overall ethos, work and aims of the school and the After School Club
* Establish constructive relationships with parents/carers and other staff in order to support pupils
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Assist in the supervision, training and development of staff
* To be aware of and support difference and ensure all pupils have equal access to opportunities to play, learn and develop
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* To be aware of the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

PERSON SPECIFICATION

1. EXPERIENCE
* Experience in managing staff in an extracurricular/extended day setting
* Experience of working with children in the 2-11 years age range
1. QUALIFICATIONS
* NVQ 3 or equivalent qualification or experience in relevant discipline
* Very good numeracy and literacy skills
* Specific training in specialist area
1. KNOWLEDGE AND SKILLS
* Effective use of ICT and other specialist equipment and resources
* Full working knowledge of relevant polices and codes of practice and awareness of relevant legislation
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Ability to develop equal opportunities and inclusion for all pupils

September 2018