

### **Job Description: Before and After School Club Manager**

Title:	Before and After School Club Manager
Location:	Arden Primary School
Hours:	23.75 hours per week, full year
Contract Type:	Permanent
Salary:	Scale 5 point 12

### **Purpose of the job:**

To lead and be responsible for the day-to-day organisation of the Before and After School provision at Arden Primary School providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.

### **Main Duties and Responsibilities:**

#### **Delivering Before and After School Provision**

- To lead the day-to-day management and organisation of the Before and After School Club
- To provide line management to a team of play workers and the deputy manager. Directing the work of staff based at the Before and After School Club, supervising their activities and inducting
- Work with staff to ensure that care, play opportunities and activities are provided in a nurturing, safe and homely environment with regard to the individual development needs of the children.
- To oversee, lead and motivate a team of staff to plan, prepare and deliver high quality creative play opportunities in a safe and caring environment
- Administering first aid when necessary
- Providing refreshments and ensuring that hygiene, health and safety standards are met
- Liaising with the school with regard to the needs of the children who attend the club.
- To be a contact between parents and the Before and After School Club.

## **Management and Administration**

- Monitor the registers for the Before and After School Club and maintain the online booking system
- Act as a link between the school office and the Before and After School Club
- Order food as and when required
- Order equipment via the School Business Manager by completing requisition forms
- Uphold, implement and regularly review all policies and procedures of the group in partnership with the School Business Manager
- Maintain all records relating to the management of the club ensuring confidentiality and data protection of the children, their families and members of staff
- Manage the online payment system and the adjustments to day-to-day bookings ensuring that parents/carers are charged correctly.
- To be responsible for the day-to-day administration and record keeping
- To effectively manage the occupancy levels of the Before and After School Club, managing any waiting list and offering child care places.
- Monitor and evaluate the quality of the service
- Maintain working relationships with other site users
- To ensure that adequate standards of safety and hygiene are maintained throughout the Before and After School Club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure food hygiene and allergen awareness procedures are adhered to
- To ensure that all staff work within the policies, guidance and procedures of the schools' policies.

## **Staff**

- Recruitment and induction of staff is carried out in accordance with the Recruitment Policy
- To work in partnership with the School's Leadership Team to provide an appraisal system for staff and organise staff training to meet identified training needs
- Take responsibility for personal professional development including participation in own appraisal, any necessary training and attending Before and After School Club Managers meetings to keep up to date with current issues relating to providing wrap around care

## Person Specification- Before and After School Club Manager

### **You will need to be someone who :**

- Demonstrates genuine enthusiasm for working with children and is committed to providing high-quality care and enriching educational experiences. Brings creativity and innovation to develop engaging activities and initiatives that support children's development.
- Proven ability to lead by example with a caring, dynamic, and enthusiastic approach. Can effectively motivate, support, and develop staff to maintain a positive and collaborative team environment.
- Capable of working independently and confidently, using sound judgment and common sense to make decisions. Shows a proactive attitude towards resolving issues and improving the service.
- Strong verbal and written communication skills with the ability to build positive relationships with children, parents/carers, staff, and external agencies.
- Able to manage time effectively, prioritise tasks, and maintain accurate records. Demonstrates a high level of responsibility and reliability.
- Understands and supports safeguarding procedures and is committed to promoting the welfare of all children. Values and respects diversity and inclusion in all aspects of practice.

### **Desirable Attributes:**

- Experience managing or supervising staff within a childcare or educational setting.
- Relevant qualifications in childcare, education, or playwork (Level 3 or above).
- Knowledge of regulatory frameworks and health and safety in out-of-school settings.

<b>Qualification and other required skills</b>	<b>Essential</b>	<b>Desirable</b>
NVQ level 3 in Child Care/Playwork or equivalent	x	
Excellent communication skills	x	
Recent experience of working with children aged 4-11	x	
Good organisational skills	x	
Good knowledge and understanding of equal opportunities and special educational needs	x	
Relevant supervisory/management experience	x	
First Aid qualification	x	
Food Hygiene Qualification		x
Experience of administration systems		x
Competent in using computer systems including e.mail and Microsoft Word	x	
Knowledge of Safeguarding	x	