**Torridon Primary School** 

**Job Description**

Designation : After School Club Manager Grade : Scale 5

Reports to : Deputy Headteacher / Headteacher Hours of Work : 3.5 hours per week day, term time only

**PURPOSE OF THE JOB**

* The day-to-day management and operation of Torridon Primary School’s After School Club.
* To ensure the club provides safe, stimulating and high-quality after-school play and care for children.
* To fulfil legal and statutory requirements.

**MAIN FUNCTIONS**

**General organisation**

* To originate, plan and deliver high quality activities, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
* To create a detailed, weekly plan of play activities which are appropriate, varied and enjoyable, to support the development of children’s skills and experiences.
* To ensure adequate supervision of indoor and outdoor activities.
* To liaise and maintain good communication with the school office to ensure the smooth running of the After School Club.
* To ensure all records are properly maintained. To update and implement After school club policies, procedures, together with the Deputy Headteacher /Headteacher, including all emergency contact details.
* Management of staffing resources ensuring compliance to legal staff : child ratio.
* To compile staff rotas, maintain records of staff hours and the authorisation of staff monthly timesheets for payroll purposes
* To attend and participate in regular meetings with the Deputy Headteacher /Headteacher to ensure the smooth running of the club.
* To work within agreed policies including behaviour management, confidentiality, child protection, health and safety and equal opportunities.
* To set a positive role model for all pupils.
* To support children with SEND, liaising with the class teacher and SENCos on the appropriate strategies and support necessary to support pupils effectively.
* To advise the school’s Designated Safeguarding Officer of any concerns.
* To provide full care for the children, maintaining a register of any relevant medical conditions and allergies and ensuring that staff are fully briefed; administer first aid as required.
* To follow all school policies which will include recording and informing parents/carers of any incidents or accidents relating to their child.
* To co-ordinate and help set up and clear away all equipment/activities before and after all After School Club sessions.
* To organise the collection and escorting of children to the After School Club, following up any unexpected children absences and ensure the safe delivery of children to their parents/carers.
* To ensure that After School Club is a safe environment for the children, that equipment is properly maintained and safe for use, safety procedures are implemented at all times, adhering to the school’s Health and Safety Policy. To report any identified safety concerns to the Headteacher, office administrator or site staff as appropriate.
* To be aware of fire evacuation procedures and carry out timely fire drills.
* To undertake any other duties as may become necessary as directed by the Deputy Headteacher /Headteacher for the safe and efficient running of the club

**GENERAL DUTIES AND RESPONSIBILITIES – Staff Training**

* To undertake relevant training as deemed necessary.
* To identify staff training needs and liaise with the Head Teacher and/or SBM to facilitate staff training.
* To maintain training records of After school club staff.
* To ensure After school club staff are effectively managed within a supportive atmosphere. To undertake extra training as appropriate and monitor the training of staff.

**GENERAL DUTIES AND RESPONSIBILITIES - Catering**

* To liaise with the Headteacher that appropriate standards are being provided.
* To check and monitor weekly food expenditure.
* To serve food supplied for After School Club.
* To ensure that high hygiene standards are maintained with regard to food storage, maintaining all records of procedures to comply with Food Safety Regulations.

**GENERAL DUTIES AND RESPONSIBILITIES – Financial**

* To manage expenditure within the agreed budget for the After School Club budget for materials and resources.
* Submit Purchase Orders to the Finance Officer in accordance with the school’s Financial Procedures.
* To ensure that daily attendance reports are given to the School Admin Officer.

**EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the School’s equal opportunities policies and statutory responsibilities.



**Torridon Primary School**

**Person Specification**

After School Club Manager

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| **Qualifications/Education/Training:** | **Essential/Desirable** |
| Level 3 qualification in either Childcare and Development or equivalent  Paediatric First Aid qualification or willingness to undergo training  Food Hygiene certificate or willingness to undergo training | D D D |
| **Experience:** | |
| Current experience of working with 4-11 year olds in a play or primary education environment or experience of working in a similar setting  Knowledge of EYFS curriculum | E  E |
| **Skills and Abilities:** | |
| Good numeracy skills, including financial management skills  Good written communication skills  Good IT skills  Strong supervision skills  Ability to work on own initiative and judgement and to lead a team  Effective communication and organisational skills  Ability to establish and maintain good relationships with all members of the school community  Positive and enthusiastic attitude to play.  A commitment to undertake training and continuous professional development.  Ability to respond calmly and logically to problems or emergencies. | E  E  E  E  E  E  E  E  E  E |
| **Specific Working Requirements:** | |
| Professional manner and attitude  Ability to relate well to children  Trustworthy, reliable and punctual with a flexible approach to work  Knowledge of what constitutes good quality, accessible childcare which meets children’s wide range of developmental needs  Knowledge of health and safety and food hygiene procedures  Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes  Understanding of safeguarding requirement and best practice  An understanding of Ofsted requirements for play provision | E  E  E  E  D  E  D  D |