

# **Before and after school club Manager**

## **Job Description**

### **Grade: GR3**

#### **1. Job Purpose**

- 1.1 The post holder will lead and be responsible for the day to day management of before and after school care, providing care and play opportunities in a safe and secure environment. Leading to the smooth and effective management of our before and after school provision.

#### **2. Key Responsibilities**

##### **General**

- 2.1 To lead the day to day management and organisation of the before and after club within the agreed Local Authority and Inspections Standards, policies and procedures of the school.
- 2.2 To ensure and provide care, play opportunities and activities in a safe and secure environment, with regard to the individual needs of children.
- 2.3 To ensure and provide full care for children, including the provision of breakfast in the morning and snacks in the afternoon.
- 2.4 To manage and lead a team of staff to deliver high quality creative play opportunities in a safe and caring environment
- 2.5 To be responsible for the day to day administration, record keeping, ordering and purchasing of equipment, supplies and resources
- 2.6 To be responsible for administering bookings and fees
- 2.7 To manage agreed budgets
- 2.8 To be responsible for setting up and clearing away at the beginning and end of each session.
- 2.9 To liaise with parents, school and other agencies as appropriate and encourage parental involvement and support of the club

- 2.10 To be responsible for the planning and development of the club, in line with the Governors requirements as requested.
- 2.11 To ensure quality assurance and to attend team and Governors meetings as requested.
- 2.12 To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises.
- 2.13 To provide equality of opportunity to all within the out of school club environment, including children, staff and parents.
- 2.14 To ensure confidentiality of any information received and work with the remit of the Data Protection Act and GDPR regulations
- 2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.16 To ensure all task are carried out with due regard to Health and Safety
- 2.17 Responsibility for maintenance of staff absence
- 2.18 To manage other administrative and related support staff, including, carrying out appropriate performance management and disciplinary.
- 2.19 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.20 To adhere to the ethos of the school
  - 2.20.1 To set an example of personal integrity and professionalism
  - 2.20.2 Attendance at appropriate staff meetings and parents evenings
  - 2.20.3 To promote the agreed vision and aims of the school and club

### **Financial**

- 2.21 To use current financial systems in place effectively
- 2.22 Management of supply cover for absent staff, and management of the Supply Budget.

### Premises

2.23 To oversee appropriate quality assurance procedures are in place and regularly monitored

2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school services being provided in the area that you are responsible for.

### 3. Supervision Received

3.1 Supervising Officer's Job Title: \_\_\_\_\_

3.2 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|--|
|            |       |             |  |

### 5. Special Conditions

5.1 None

## Before and after school club manager

### Person Specification

#### Grade: GR3

#### Method of Assessment (MOA)

|                     |               |             |                    |                |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria   | Essential  | MOA  |
|--|--|------|
| <b>Education/ Qualifications</b><br>NB: Full regard must be paid to overseas qualifications.   | <ul style="list-style-type: none"> <li>- On your application form, list all relevant qualifications that will be vital for this role.</li> </ul>   | AF/C |
| <b>Experience</b><br>Relevant work and other experience  | <ul style="list-style-type: none"> <li>- Effective management of administrative duties associated with before and after school club provision.</li> <li>- Management of staff.</li> <li>- Responsibility of liaising with outside agencies and suppliers.</li> <li>- Financial responsibilities including experience of using systems and procedures that are established within our school.</li> <li>- Management of associated budgets in line with the provision required.</li> <li>- Management of numbers of pupils on roll, timetabling of activities and timetabling of staff.</li> <li>- Experience of dealing with and managing of HR processes.</li> <li>- Experience of using ParentPay.</li> </ul> | AF/I |
| <b>Skills &amp; Ability</b><br>e.g. written communication skills, dealing with the public etc. | <ul style="list-style-type: none"> <li>- Quality clerical skills including touch</li> <li>- Communication skills including dealing with parents/carers.</li> <li>- Liaising experience with other office staff in the school.</li> <li>- Effectively market the services of our before and after school club.</li> <li>- Effective written communication through letters, information to parents/carers.</li> </ul>  | AF/I |

|                 |  |      |
|-----------------|--|------|
|                 | <ul style="list-style-type: none"> <li>- Effective policy management of the information required for before and after school club provision.</li> </ul>  |      |
| <b>Training</b> | <ul style="list-style-type: none"> <li>- Willingness to engage in continuing professional development.</li> <li>- Any relevant Health and Safety awareness training.</li> <li>- Safeguarding.</li> </ul> | AF/I |
| <b>Other</b>    |  |      |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: Carl Glasgow

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Date: 09/09/19

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Please note that this job description and person specification may be subject to change through effective negotiation with the employer and employee.