



JOB DESCRIPTION

Job Title: After School Club Manager 1

Grade:4

Location: Ormskirk St Anne's Catholic Primary School

Reports to: Nursery and Extended Services Manager

Staff responsible for: Out of School Club Assistant

Job Summary

- To be responsible for the development and daily management of the after school club ensuring it provides a safe, stimulating and inclusive environment.
- The manager must be flexible and innovative in promoting the development, welfare and potential of all children.
- Manage the smooth running of the provision to meet the relevant legislation requirements.
- Be responsible for the safeguarding of all children.
- To build links and work with parents, carers and professionals to promote the wellbeing of all children.

Main Duties and Responsibilities

Childcare

- To identify any potential child protection issues related to specific children or to the overall running of the club. Liaising with the schools designated Child Protection Officer and with other professionals in order to safeguard and promote the welfare of the children.
- To collaborate with all staff to ensure that high quality childcare is provided.
- To manage the planning and delivery of play opportunities ensuring they are carried out in a safe and caring environment.
- To provide creative, age appropriate play opportunities, preparing activities and organising the programme.
- Be responsible for the safeguarding of all children in line with the school's policies & procedures, including reporting concerns.
- Adhere to the school's Staff Handbook.
- Be aware of children who have dietary or medical issues.
- Reward excellent behaviour, manners and politeness in line with the school's Behaviour Policy.
- Act as an excellent role model at all times.
- Promote the inclusion of all pupils.
- To work creatively with the children encouraging them to express their views and take control of their own activities, promoting independence.
- To liaise with the school staff in developing and implementing systems to monitor and record day to day practises within the provision.
- To maintain confidentiality at all times whilst working within agreed policies including The Equality Duty and Data Protection Policy.
- To participate in training and development programmes and share all information gained with staff to promote good practice and continued professional development of the team.

- To undertake such duties as may become necessary to ensure the successful running of the provision.

Communication

- To keep the channels open for effective communication for staff, children and their families.
- To promote good working relationships and teamwork within the provision and with parents, carers and the wider community.
- To attend management meetings.
- To attend and contribute to regular staff meetings.
- To consult with parents, carers and children for the purpose of ongoing evaluation of the quality of the provision. To regularly undertake self-evaluation of the club.

Management

- To undertake the daily management of the club, supervising staff or parent carers and volunteers.
- Maintain high standards and quality throughout the club at all times.
- To develop a regular review of set policies and procedures ensuring that they are understood and followed.
- Monitor the number of places being used and how resources are utilised to ensure the club is running in the most efficient and effective manner.
- To ensure all relative health and safety checks are carried out at all times.
- Ensuring that the provision complies to the regulations of Health & Safety at Work Act, a clean and safe environment is maintained in order to safeguard the welfare of children, staff and visitors
- Manage and build good relationships with other members of staff, ensuring an effective team approach.

Administration

- To carry out administration procedures, record keeping and ordering in line with the school's systems.
- Ensure the club complies with relevant and new legislation, procedures and requirements, including hygiene, health and safety and safeguarding regulations.
- Ensuring a daily register is kept.
- All systems are orderly and maintained.
- Ensuring all children's documentation is updated regularly.

This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the school's leadership team.