



Job Description: After School Club Manager - Hiltingbury Junior School

- Accountability: The post-holder will be responsible to the Headteacher
- Responsibility: The manager will be responsible for the management of all the children in the setting and the welfare of the children attending
- Hours 2.45pm to 6.15pm Monday to Friday term time
- Contract Type: Permanent

Purpose of the job:

To lead and be responsible for the day to day organisation of the After School provision at Hiltingbury Junior School providing high standards of care and play opportunities for children between the ages of 7 - 11 years old in a safe and secure environment.

Main Duties and Responsibilities:

Delivering After School Provision

- To lead the day to day management and organisation of the After-School Club
- Work with all staff to ensure and provide care, play opportunities and activities in a nurturing, and safe environment, with regard to the individual development needs of the children.
- To liaise and communicate with parents in a professional and appropriate manner

Management and Administration

- Maintain all records relating to the after School club ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school's admin team to ensure responsible ordering and purchasing of equipment, supplies and resources. To include effective management of purchasing card administration within audit guidelines.
- Liaise with the school admin team to administer bookings and collection of fees, ensuring that any money transactions are handled and documented as directed by the School Business Manager
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance
- To effectively manage the occupancy levels of the After School Club
- Promoting and marketing the After-school Club effectively to maintain occupancy
- To effectively plan activities, including Sport and Pupil Premium programmes where directed by the Headteacher / Deputy Headteacher.
- With support from the Headteacher monitor and evaluate the quality of the service.
- To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection and safeguarding policy.
- To carry out any other reasonable duties as directed by the Headteacher.

PERSON SPECIFICATION - AFTER SCHOOL CLUB MANAGER

You will need to be:

You will need to be someone who is kind and passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff. You will be able to lead in a professional manner, showing utmost discretion and ensuring appropriate confidentiality at all times.

Qualification and other required skills Essential Desirable

Maths and English GCSE Grade C or above (or equivalent)

NVQ level 3 in Child Care / Playwork / Education or equivalent desirable (NVQ Level 2 as a minimum essential)

Excellent communication skills

Experience of working with children age 7-11

Good organisational skills

First Aid qualification or willingness to achieve

Food Hygiene Qualification or willingness to achieve

Experience of administration systems

Competent in using computer systems including email and Microsoft Word.