



Hobbs Hill Wood Primary School Job Description

Location	Hobbs Hill Wood Primary School
Role	After School Club Manager (Treetops) H5
Reports to	School Business Manager

Purpose of the role:

1. To ensure the safety and welfare of pupils attending Treetops.
2. To specifically line manage the team of after school club assistants.
3. To work with the School Business Manager to promote the clubs.
4. To actively model and promote the values and ethos of the school.

Key responsibilities:

1. Supervise pupils attending after school club, and to ensure their safety and welfare is in accordance with the policies and procedures.
2. To be responsible for the supervision, organisation and deployment of all after school club assistants to ensure the safety and welfare of pupils at all times, within budgeted staffing levels.
3. To performance manage the after school club assistants – set objectives and carry out their annual performance review.
4. Supervise the movement of pupils to and from the after school club and ensure the safe release of children to their parents/carers, in line with school procedures.
5. Maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school policies are complied with. Persistent poor behaviour should be reported to the Headteacher.
6. Ensure the Willow Room and adjacent kitchen area are prepared for the breakfast and after school club and tidied and cleaned daily.
7. Plan, deliver and evaluate appropriate activities for pupils within an agreed timetable.
8. Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
9. Supervise, and provide individual support for, pupils with identified special educational needs.
10. Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
11. Provide assistance to pupils in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the Headteacher, as soon as possible.

12. Prepare food and drink for consumption by pupils in line with food hygiene requirements and dietary needs.
13. Report any welfare or safeguarding concerns to the deputy headteacher or relevant nominated person in line with school procedures.
14. Ensure the minimum adult pupil ratios are adhered to and that staff training is up to date. Find replacement staff in the event of staff absence.
15. Undertake the administration for the breakfast and after school clubs, including the placing of orders for food deliveries, maintaining records, as appropriate.
16. Liaise with parents and carers, as required.
17. Contribute to the overall ethos / work aims of the school.
18. Participate in training and other learning activities and performance development as required.
19. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, e-safety, confidentiality and data protection; and report all concerns to an appropriate person.
20. To undertake any other duties as appropriate to the grade of the post as requested by the headteacher or deputy headteacher.
21. To ensure all resources and equipment are checked before use and are fit for purpose.
22. To support the School Business Manager in promoting the clubs to parents.

Knowledge / Experience	Competencies
<ul style="list-style-type: none"> • Good numeracy and literacy skills (GCSE grade C or equivalent in English and Maths) • Level 3 early years' qualification. • Previous experience of providing care and activities within a childcare, play or educational environment. • Ability to manage pupils in a school setting. • Knowledge of child development and the role of play. • Ability to work with minimum supervision. • Ability to supervise a team of staff. • Ability to organise and think strategically. • Excellent interpersonal skills including the ability to develop effective relationships with children, staff and parents. • Paediatric first aid qualification or a willingness to undertake first aid training (desirable). • Food hygiene qualification (desirable) • Experience of line management / supervision of staff. • Confident IT skills including word and excel • Awareness of Health, wellbeing and safety 	<ul style="list-style-type: none"> • Strong communication (written and verbal) • Flexibility • Team working • Active Listening • Motivation • Friendly and approachable • Able to take initiative

<ul style="list-style-type: none">• Awareness of keeping children safe• Awareness of Data protection and confidentiality (desirable)• Understanding of the School's ethos and values	
--	--

WORKING ENVIRONMENT

1. The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.
2. This job will require the moving and carrying items of equipment and play resources throughout the session. It is an active, "hands on" position.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary

I accept this job description

NAME and SIGNATURE

DATE