



After School Club Manager – Hobletts Manor Infants and Nursery School

JOB DESCRIPTION

1. JOB TITLE

After School Club Manager
Pay Grade – H4 (£23,893) pro rata
Monday to Friday Term Time Only 2.45pm – 5.45pm (flexible)
Reports to: Headteacher
Free childcare provided

2. JOB PURPOSE

To be responsible for the development and daily management of the Club providing a safe and caring environment in line with relevant statutory guidance. The club runs in 2 sessions, with the first being 3.10pm-4.30pm and the second combining with the Junior school 4.30pm – 5.30pm. The club is open to a maximum of 30 children with ages ranging from 3-7 years old during the first session and a maximum of 15 children with ages ranging from 3- 11 years old in the second session. The After School Club Manager has the responsibility of ensuring that the club runs smoothly for both sessions and that all staff will be directed in an organised and consistent way. The safe and happy play environment of the Club depends on the management skills of the Club Manager. Support will be provided by our collaborative Infants and Juniors staffing teams.

The Club Manager will be expected to direct and supervise the Club staff. The Club staff will be a combination of new and existing employees to create a new enthusiastic team. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action. They must have an understanding of the relevant statutory guidance. An awareness of child protection issues and procedures is essential.

The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children. To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children and young people, using observations and their individual requirements. Where children under the age of five years are included consideration needs to be given to the requirements of the EYFS framework.

3. KEY RESPONSIBILITIES:

- To undertake the daily management of the Clubs and supervising staff. Liaise with the Headteacher of the school to ensure that appropriate induction and training are carried out for staff to ensure they are aware of their duties, maintain high standards and quality throughout the Club, ensure the health, safety and welfare of the children.
- To plan and develop appropriate activities and resources (including snacks) for the children attending the clubs.
- To update risk assessments and ensure they, along with the school policies and procedures are understood and followed by all staff within the Club.
- To be responsible for the preparation required for any inspections of the Club, e.g. Food Hygiene, and action any recommendations that may result from inspection.
- To carry out administration procedures, record keeping, ordering and purchasing in accordance with Club systems and liaising with the school admin team.
- To work with school leadership to keep up-to-date, and ensure the club complies, with relevant new legislation, procedures and requirements, including hygiene and health and safeguarding regulations.

- To work with school leadership to promote the Club, monitor the number of places being used and how the resources (staff, premises and equipment) are utilised to ensure that the Club is sustainable and runs in an effective manner.
- To identify any potential child protection issues related to specific children or to the overall running of the club, liaising with the school's Designated Child Protection Liaison Officer and other professionals as appropriate in order to safeguard and promote the welfare of children and young people.
- To develop and maintain good communication with all staff, head teacher and with parents/carers.

Assistants in this role may also undertake some or all of the following:

- Contribute to the overall ethos / work aims of the school through wider school activities.
- Participate in training and other learning activities and performance development as required.
- To secure the areas used by the club, lock main door and set the security alarm on exit if a member of school leadership is not available to do so.
- To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher or Assistant Headteachers.

Person Specification

Essential	Desirable
NVQ level 3 (or equivalent)	Skills in working with children with additional needs
Paediatric first aid qualification	Experience of using basic technology
Knowledge of Child Protection issues and procedures	Food Hygiene qualification
Knowledge of Child development and the role of play	
Awareness of Health, wellbeing and safety	
Awareness of Data protection and confidentiality	
Understanding of the Schools ethos and values	
Good team worker	
Motivated, fun, creative and enthusiastic towards engaging in the play of young children	
Be able to use own initiative	
Be empathetic and caring	
Be reliable and flexible	

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 PMD 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.