**WEST BOROUGH PRIMARY SCHOOL – JOB DESCRIPTION**

**Post title:** Extended School’s Manager for Acorns Club

**Salary:** KR 6

**Responsible to:** Headteacher/Senior Leaders/Governing Body

**Responsible for:** Other Acorn Club Staff

**Appraiser:** Deputy Headteacher

**Working Pattern:** Term-time only

 20 hours per week (2.30pm to 6.30pm Mon-Fri) plus 2 hours

 per week flexible working.

**Overall Purpose:** To lead and be responsible for the day to day management of West Borough’s before and after school provision, Acorns, providing care and play opportunities in a safe and secure environment.

**Core Purpose:**

* To be responsible for the development and daily management of Acorns Club providing a safe, caring and stimulating environment for children.
* To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.
* To develop, implement and review the policies, procedures and practices within Acorns Club.

**Specific Duties**

* Manage, supervise and support Acorns Club staff to ensure a high level of service for the children
* Attend and participate in meetings with the Finance Officer, Senior Staff & Governors to ensure the smooth running of the club
* Support the Finance Officer & Senior Staff to draw up an annual Acorns Club Development Plan and help monitor progress
* Ensure awareness and knowledge of school policies/procedures to appropriately manage Acorns Club staff
* Create a stimulating, clean and safe environment, including outdoor space
* Create a detailed, weekly plan of play activities which are appropriate, varied and enjoyable, to support the development of children’s skills and experiences
* Monitor and evaluate children’s responses to activities through observation evaluating and adjusting activities, as appropriate to meet the needs of the children
* Co-ordinate and promote the building of strong links between Acorns Club, relevant school staff and parents/carers; regarding before/after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
* Set a positive role model for children.
* Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.
* Ensure appropriate staff ratios are maintained at all times, maintaining rotas of work for all staff and liaising with the Office Manager about staff absences
* Ensure that children’s contact details are up to date and key information is passed to Acorns Club staff , as well as informing Office Staff if parents advise of any changes
* Ensure appropriate equipment and resources are available and in good condition
* Working within the agreed budget, order appropriate supplies as necessary and present invoices promptly to the Finance Officer
* Maintain appropriate records for attendance
* Ensure a signed contract is held to indicate agreement with records made
* Manage Acorns Dojo account and update records accordingly of any changes required by parents (including re-issue of contracts where necessary)
* Liaise with the Finance Team regarding any debtors in line with the Contract
* Maintain appropriate hygiene standards complying with Food Handling regulations

**Other**

* Have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the headteacher

**Person Specification**

Experience and Qualifications:

* Experience of working with 4-11 year olds in a play or education environment.
* An appropriate childcare or playwork qualification (NVQ Level 3), or the equivalent in experience.
* First aid qualification (or willingness to undertake training)
* Food hygiene certificate (or willingness to obtain)

Knowledge and understanding:

* An understanding of what constitutes good quality, accessible childcare which meets children’s wide range of developmental needs.
* Knowledge of health and safety and food hygiene procedures.
* Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes.
* Understanding of safeguarding requirement and best practice.
* Understanding of positive behaviour management.

Skills and Attitudes:

* Excellent communication skills, with both children and adults.
* Positive and enthusiastic attitude to play.
* Fun and creative ideas for play.
* A commitment to undertake training and continuous professional development.
* Ability to respond calmly and logically to problems or emergencies.
* Ability to use own initiative and judgement.
* Flexible and supportive approach to teamwork.
* Ability to foster warm and positive relationships with children, parents and colleagues.