

## Job Description

### Extended Services Manager



**Grade:**

**Kent Range KR6**

(All year round contract with 27 days annual leave entitlement)

**Responsible to:**

**Families and Communities Manager**

*Loose After School Club runs during school term time i.e. on days when the children are normally in school.*

*Holiday Play Scheme runs during staff development days and school holidays except between Christmas and New Year*

**Purpose of the Job:**

- To be responsible for the development and daily management of the Loose After School Club (LASC) and the Holiday Play Scheme (HPS), providing a safe, caring and stimulating environment for the children.
- To plan an exciting programme of events for both LASC and HPS with appropriate Risk Assessments to ensure the highest possible standard of health and safety for the children.
- To ensure both provisions are fully staffed and that all staff are trained appropriately and follow a thorough induction and probation process with regular updates on expectations.
- To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.
- To develop, implement and review the policies, procedures and practices within LASC and the HPS.
- To take initiative for promotion of extended services within the community and develop marketing strategies, including producing promotional materials.

**Dimensions**

Subordinates: LASC and HPS staff

**Key duties and responsibilities:**

1. Undertake the daily supervision of LASC and HPS, developing and maintaining high standards throughout to ensure the welfare of the children.
2. Ensure all policies and practices are implemented, reflect best practice and are up-to-date and that all staff are fully aware e.g. Child Protection, Emergency Procedures, Health and Safety, Food Hygiene etc.
3. Support and plan staff rotas to ensure effective and appropriate cover is provided, based on planned activities and number of children attending.
4. Develop activities to ensure the National Standards and Out of School Play Values are met at all times and take a key role in suitably equipping LASC and the HPS in order to provide a stimulating environment for the children.

5. Ensure any child under 5 years is appropriately catered for e.g. named worker
6. Maintain LASC and the HPS to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff and be responsible for all Health and Safety matters to ensure the well-being of all those who use and work in the club.
7. Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained.
8. Develop and monitor the provision, reviewing regularly how the settings run and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of LASC and the HPS staff in order that appropriate and effective staff are appointed.
9. With the Business Manager and Families & Communication Manager, administer, monitor and evaluate the number of places being used to maintain sustainability and the efficient running of the provision and maintain up to date records of resources.
10. Provide healthy meals/snacks to promote healthy eating and ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds.
11. Ensure that LASC and the HPS Equal Opportunities Policy is fully adhered to.
12. Report any concerns (from yourself or other staff under your guidance) to the Designated Child Protection Co-ordinator to ensure that KCC guidelines for Child Protection are adhered to.
13. To maintain accurate records, including the children, families, staffing, registers, health and safety, sickness etc ensuring confidentiality of information and that the information is stored effectively and is easily retrieved.
14. Liaise effectively with Key Workers regarding the children in their care with particular attention to those children under 5 years of age, and report as appropriate to the Families and Communities Manager and / or the Senior Leadership Team.
15. Produce risk assessments as necessary to ensure all needs are fully met, and liaise with families in respect of these and other individual needs.
16. Produce promotional materials and marketing strategies.

### **Necessary/Preferred Experience (or Similar)**

- Paediatric First Aid at Work Certificate or willingness to obtain one.
- Minimum of 2 years supervisory or management experience in a childcare setting.
- Be prepared to work with school staff to access multi-agency and partnership working if required.
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

### **Scope for Impact**

The Extended Services Manager has the responsibility of ensuring that the provision runs smoothly and that all staff are directed in an organised and consistent way.

The safe and stimulating play environment of LASC and the HPS depends on the management skills of the Extended Services Manager. The Manager needs to be aware of relevant and new legislation, procedures and policies to ensure that the provision is operating within the agreed school procedures and is compliant with legislation and KCC's framework.

The Manager will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained within the provision. They will be expected to attend staff meetings and training sessions as required to ensure their own, and the team's, personal and professional development.

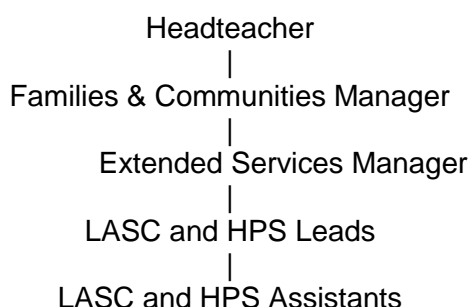
## **Job Context**

The Extended Services Manager will be expected to direct and supervise the staff working within this provision.

The post holder must have:

- the capacity to plan ahead, anticipate potential difficulties and establish a course of action.
- an extensive awareness of child protection issues and procedures in line with school policy.
- effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

## **Organisation (not Line Management responsibilities)**



In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ..... Signed: .....

Date: .....

May 2024

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.