**Job Description**

**Job Title:** After School Club Manager

**Salary:** KSC

**Responsible to:** Head of School

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**Purpose of Job**

To lead the after school provision engaging our children in exciting and creative play. To lead a small team of after school club workers.

**Role and responsibilities**

Plan and deliver engaging activities that promote creativity, learning, and play

Ensure the safety and well-being of all children in your care

Manage a small team of after school club workers

Build strong relationships with parents, carers and school staff

Maintain accurate records and uphold safeguarding standards

Lead the provision of after school snacks ensuring food hygiene measures are followed

Follow end of day procedures ensuring children are collected safely

Complete any reasonable request made by the Head of School which is appropriate to the grade.

Our ideal candidate will hold relevant first aid and safeguarding training or be willing to undertake the training. Food hygiene and safety training is mandatory and must be undertaken upon starting.

**The Island Learning Trust is committed to safeguarding.  The Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.**

**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.