



Job description: After-school club manager

Greenfields Community Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: KSC

Hours: 2.30pm-6.00pm (term time only)

Contract type: Part-time

Reporting to: Senior Leadership Team

Responsible for: After school club staff

Main purpose

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Duties and responsibilities

Planning and delivering activities

- › Plan and deliver age-appropriate activities and experiences to support pupils' development
- › Brief other extended provision staff so they're aware of how the activities will run
- › Offer educational instruction where needed to help pupils to share equipment
- › Supervise pupils during activities and help to resolve issues between pupils
- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- › Manage stock of resources necessary to carry out planned activities

Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor and major incidents
- › Record details of incidents in line with the school's reporting procedures
- › Feed back concerns relating to pupils' health and safety to a senior member of staff

- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Make sure all policies are up to date and implemented consistently by all staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Manage and support other extended provision staff, setting clear expectations for the requirements of their role
- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- Work with external agencies as appropriate
- Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)

Safeguarding

- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure parents have paid for each session and take action as required

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) • Food hygiene training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Working with children or young people • Leading a team • Planning activities to engage pupils and support development
Skills and knowledge	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to deliver instructions to junior team members • Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
