

**THE ORCHARD AFTER SCHOOL CLUB AT LADY BOSWELL’S SCHOOL**

# Job Description – After School Club Manager

**March 2019**

# Manager/Supervisor Job Description

**Job summary:**  Day to day management of the club.

Provide quality playcare within the framework of the club’s

policies and procedures

**Line manager:** Headteacher

**Responsible for:** Deputy /play workers/school escorts/volunteers

**Working relationships**: Children attending the club and their parents or carers

Management or proprietor and staff, students and volunteers

Childcare and play organisations, schools, registering authorities

**Main duties include:**

* Planning, preparing and delivering quality play opportunities within a safe and caring environment.
* Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary.
* Setting up the play space including moving furniture and play equipment.
* Consulting with children and involving them in planning activities.
* Providing support and supervision to play workers and other staff, including volunteers.
* Holding regular staff meetings and conducting regular reviews and appraisals for staff
* Administration and record keeping, including staff and child records, financial records, ordering and purchasing, and working within an agreed budget.
* Developing and maintaining good communication with all members of the club, with schools, and especially with parents.
* Undertaking appropriate and relevant training.
* Monitoring and maintaining a healthy, safe and secure working environment.
* Working within the framework of the club’s policies and procedures, and the Early Years Foundation Stage.

**Person specification**

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| **Essential qualities** | **Desirable qualities** |
| * Experience of working with 4 to 11 year olds * Experience of administration * Experience of working in a supervisory or management capacity * Delivering equal opportunities in a play setting * Understanding the varied needs of children and families * Appropriate Level 3 qualification or equivalent * Food hygiene training * Providing and facilitating safe, stimulating play * Ability to work as a team member and demonstrate leadership skills * Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children\* * Ability to work on own initiative, using judgement and common sense * Familiarity with the Early Years Foundation Stage | * At least 2 years experience of working in a childcare setting * Experience of working within a play-based setting * Appropriate child protection training (training will be provided) * Experience of budgeting * Ability to use IT based resources to support play and club administration * Current driving licence * Current 12-hour Paediatric First Aid Certificate * Food Hygiene Certificate |

*\* Para 3.25 of the Statutory Framework for the Early Years Foundation Stage 2012*