



Job Description – Breakfast & Afterschool Club Manager

Name:

Grade:

Kent Range 5

Responsible to:

Headteacher

Purpose of the Job:

To be responsible for the development and daily management of the Breakfast & Afterschool Club (Oyster Catchers) 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 the Oyster Catcher's Club.

Dimensions:

Subordinates – Breakfast & Afterschool Club staff

Budget – Work within agreed budget set to order food

Number of Children – Up to 30

Key duties and responsibilities:

- Undertake the daily supervision of Oyster Catcher's Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- 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 the Oyster Catcher's Club in order to provide a stimulating and enjoyable environment for the children.
- Maintain the Oyster Catcher's Club 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.
- Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the Oyster Catcher's Club ensuring compliance with legislation and KCC framework.
- Develop, monitor and implement an Operational Plan, explaining how the setting runs and showing how the resources (staff, premises, food and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of Oyster Catcher's Club staff in order that appropriate staff are appointed.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and maintain accurate and confidential financial records ensuring that KCC's financial procedures are adhered to and expenditure and income are kept within budget.
- Administer and monitor the booking systems for Oyster Catcher's Club ensuring that there is adequate staffing at all times, which includes supervision of the mobile phone and exclusive telephone number for Oyster Catcher's Club bookings.
- Prepare menus and order food to provide healthy meals/snacks in order to promote healthy eating. Ensure that children, whilst in the Oyster Catcher's Club, have access to appropriate activities to support their physical,





emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.

- Act as the Child Protection Co-ordinator working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that KCC guidelines for Child Protection are adhered to.

Necessary Experience

- Minimum of NVQ Level 3 qualification or equivalent in Playwork development.
- Paediatric First Aid Certificate or willingness to obtain.
- Minimum of 2 years supervisory or management experience in a childcare setting.
- Understanding of KCC's financial policies and procedures.
- Experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

Scope for Impact

The Breakfast & Afterschool Club Manager has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way.

The safe and stimulating play environment of Oyster Catcher's Club depends on the management skills of the Breakfast & Afterschool Club Manager who needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and is compliant with legislation and KCC's framework.

The Supervisor will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

Job Context

The Breakfast & Afterschool Club Manager will be expected to direct and supervise the Oyster Catcher's Club staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action. The post holder must have an extensive awareness of the Out of School Play Values and National Standards for Out of School Care. An awareness of child protection issues and procedures is essential. The post holder must have 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)*

Headteacher → **Breakfast & Afterschool Club Manager** → Breakfast & Afterschool Club employees (currently 3)

Change Statement

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Breakfast & Afterschool Manager is one of these.

