

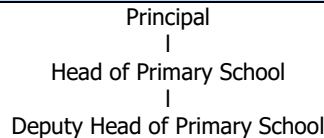
JOB DESCRIPTION

Department: Before & After School Club	Location: The Duston School
Job Title: Club Manager	Grade: (SS) 3 - 6
Accountable to: Head of Primary School	Terms of employment: Fixed term

JOB PURPOSE

Be responsible for the operation, delivery and performance of the breakfast and after school clubs, including supervision of staff for each session, Health and Safety management and legislative, policy and process management.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

This job profile is to guide the work you will initially be required to undertake. It may be altered from time to time to meet changing circumstances.

The post is one which requires the performance of the following particular responsibilities: Club Manager

1. Lead and manage the daily breakfast and after school provision to ensure the quality of child care provision is of a high standard.
2. Manage and plan for a team of sessional workers and ensure work is allocated effectively.
3. Ensure each before and after school club session is appropriately staffed.
4. Provide a healthy menu each day and allocate preparation and serving to members of the team.
5. To ensure the health and safety of all children and staff in the club including accurate keeping of registers, first aid, medicines, risk assessments, security, safeguarding and fire regulations.
6. Work with the school finance team to ensure the provision operates within the allocated budget and all parental fees are paid for on time. Ensure the best use is made of resources to benefit the children and families.
7. Promote the breakfast and after school club locally to ensure good income generation.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Education and qualification	Essential	Desirable
NVQ level 2 qualification (or equivalent) or ability to work towards.	✓	
NVQ level 3 qualification (or equivalent)/ degree level qualification.		✓

Key experience, abilities, skills and knowledge	Essential	Desirable
Ability to relate well to children and adults.	✓	
Proven experience of working with children under the age of eleven.		✓
Experience of working with adults in a supportive and advisory capacity and in working in partnership.		✓
Able to provide an environment that delivers quality care and supports wellbeing.	✓	
Able to deploy staff effectively.	✓	
Able to maintain resources effectively.	✓	
Able to monitor and assess child and family needs and communicate both as appropriate to the team within the school and wider team around the child.	✓	
Good communication skills both verbally and in writing.	✓	
Able to maintain confidentiality.	✓	
Understanding of child protection issues.	✓	
Ability to work in a team.	✓	
Flexible and self-motivated.	✓	
Can use IT effectively.	✓	
Level 2 Food Hygiene trained	✓	
Paediatric First Aid trained.	✓	

Employer:
Name:
Signed:
Date:

Employer:
Name:
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Date: