



Job Description and Person Specification for the post of:

After School Club Manager

Grade NJC Scale 3

Job Purpose

To be responsible, under the direction Headteacher, Senior Leadership Team, and the School Governing Board, to provide suitable activities and maintain a healthy, safe and secure environment for children using the After School Care Clubs at St Peter and St Paul Catholic Primary School

Notwithstanding the detail in this job description, in accordance with the School's needs, the postholder will undertake such work as may be determined by the Headteacher, Senior Leadership Team or Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job at outlined in the sections below.

Major Tasks

- Have overall responsibility for the day-to-day activities of the After School Club
- Be fully trained Designated Safeguarding Lead, and ensure all staff are aware of Child Protection issues and be responsible for ensuring procedures are followed and all incidents reported to Headteacher.
- Maintain accurate records, to include taking the register, booking and cancellation of sessions when required whilst being compliant with the school Data Protection/Data Privacy Policy.
- Being responsible for ensuring the safe arrival of children at the club, and the safe delivery to parents and carers at the end of sessions.
- To plan and provide appropriate activities and play opportunities to meet the needs of the children at the club, taking into consideration the ages and stages of development and special needs or requirements of each individual child in your care.
- Responsibility for recording Health and Safety and risk assessment checks prior to commencement of each session and maintaining this safe environment to minimise risks in the Afterschool Care environment. This includes removing and recording damaged and broken equipment, reporting this to the School Business Manager and Site Caretaker.
- Oversee and assist if require in the preparation and service of basic refreshments and snacks to children ensuring that hygiene, health and safety measures are met.
- Administer first aid as and when necessary and complete all appropriate records in accordance with club policies and official directives (HSE).
- Undertake all duties with regard to school policies in place at the setting.
- Respond to situations that may arise in a professional manner and record incidents as requested.
- Contribute to the overall Catholic ethos/work/aims of the school.
- Any other duties as required.

Contacts & Relationships

- Liaise with parents, giving feedback as and when necessary or requested.
- Develop and work with parents, to encourage involvement in both children's welfare and club activities.



<ul style="list-style-type: none"> Attend team meetings and management committee meetings when attendance is requested. Appreciate and support the role of other professionals. To interact with the children and pass on any relevant information regarding any concerns and events during the supervision period to the Head teacher in line with School Child Safeguarding and Health & Safety Policies.
Creativity
<ul style="list-style-type: none"> To provide appropriate activities and play opportunities to meet the needs of the children at the club. The post holder may also need to answer routine queries from the children, parents and carers and staff colleagues as necessary.
Decisions
<ul style="list-style-type: none"> Undertake all duties with regard to all policies in place at the setting. Maintain awareness of ages and stages of development and special needs or requirements of each individual child in your care. Decisions of a routine nature will be made within the duties of the role, anything outside of this is the responsibility of Headteacher and senior school staff.
Management & Supervision
<ul style="list-style-type: none"> Manage and lead the staff and any volunteers, including leading team meetings as needed. Designated safeguarding lead
Supervision Received
<ul style="list-style-type: none"> Responsible to Head teacher
Complexity
<ul style="list-style-type: none"> To carry out the supervision of children, the post holder will be required to work as part of a team but may occasionally be required to carry out a specific task as directed by the Headteacher or Senior Leadership Team. Be responsible for developing and carrying out policies and procedures agreed with the Head teacher and Governing Body and ensuring all staff are aware of these.
Resources
<ul style="list-style-type: none"> Work to an agreed budget, and making purchases within this. Submit orders for goods, for the consideration of the committee/management as and when necessary.
Impact
<ul style="list-style-type: none"> The purpose of the role is for the safety and duty of care of pupils during the after-school club period.
Physical Demands
<ul style="list-style-type: none"> The physical demands of this role the postholder would be required to stand or walk the majority of the working period. There is also a requirement to put out and put away the folding tables, the setting out and putting away of indoor light play equipment, washing up, wiping surfaces, and carrying crockery items, jugs of drinks and plates of food. Gathering up and putting away portable play equipment from the playground and field area. Occasionally there may be a demand for more than this, however, this would not be typical of this post.
<ul style="list-style-type: none"> Working Environment



- Be responsible for ensuring premises and equipment are kept clean and comply with Health and Safety procedures.
- Be responsible for the security of the building including reporting any incidents to the appropriate staff.
- Working indoors in the school hall, standing at the snack preparation area and seated at a pupil worktable helping pupils participate in craft, play and homework activities. There may be the occasional classroom environment due to club relocation.
- Supervising pupils playing outdoors on the playground and field area.
- In terms of general heat, light and ventilation; on occasion may be exposed to changes in conditions when travelling between areas.

Emotional Context

There may be times when this role may be in contact with information that may be upsetting, but this not formally the role of this post.

Other

- Be aware of and demonstrate a personal commitment to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns on the school system and to another school Designated Safeguarding Lead, or Headteacher.
- Be aware of the school Designated Safeguarding Lead team and the reporting of Child Protection concern procedures
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school and support the Catholic ethos of the school.
- Appreciate and support the role of other professionals.
- Attend relevant staff meetings as required.
- Participate in statutory training, learning activities and performance development as required. Training and learning activities are often held outside the usual working hours for this post. (Extra hours incurred will be paid).
- The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.
- The post holder will be expected to actively follow St Peter & St Paul and Our Lady Help of Christians Catholic Academy Trust policies, including those such as Child Protection, Health & Safety, Fire Safety, Emergency Evacuation procedures, Equal Opportunities, Human Resources, Data Protection and Code of Conduct etc.
- The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.



Person Specification

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Recognised Level 3 Childcare qualification. • Recognised DSL qualification. (Or willingness to train) • A positive approach to completing relevant CPD and training. • An understanding of the importance of Health & Safety, Fire Safety, Emergency Evacuation procedures and Food Hygiene in the workplace. • A willingness to be a qualified First Aider (training provided). 	<ul style="list-style-type: none"> • Level 3 in EYFS • Health & Safety Training Certificate. • Paediatric First Aid Certificate. • Food Hygiene Certificate. • Experience of managing and leading a team
<p>Skills, aptitude, knowledge and experience:</p> <ul style="list-style-type: none"> • Experience working with children and young people especially 4-11 years age range • Knowledge of how children learn and the value of learning through play and an understanding of child development. • Ability to provide and facilitate safe, creative & purposeful play. • Ability to meet children's individual needs and ensure equality of opportunity. • Ability to maintain confidentiality on all school matters, in a professional manner. • Ability to undertake and/or delegate any additional related tasks. • Ability to contribute to required reports. • Experience of Microsoft Office applications 	<ul style="list-style-type: none"> • Knowledge of school policies including Child Protection/safeguarding, Student behaviour and management strategies, and Equal Opportunities • A knowledge and understanding of the Health and Safety regulations within a school environment. • Experience of administration processes using online systems
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Good organisational and planning skills. • Punctuality, reliability and trustworthiness. • Good communication skills with children, colleagues, and parents/carers. • A positive approach to inclusive practice with children and colleagues. • Ability to communicate at all levels & in a variety of forms. • Ability to establish positive, professional and constructive relationships with pupils, parents/carers and other professionals 	



SS Peter & Paul Catholic Primary School

Voluntary Aided Academy

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Headteacher – Miss S Staniforth



Our Lady
Help of Christians

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| <ul style="list-style-type: none"> • A positive approach to completing relevant CPD and training. • A personal commitment to equal opportunities. • Work constructively as a team to sustain and maintain positive relationships. • Willingness to participate in further training and developmental opportunities offered. • Committed to upholding the Catholic ethos of the school. • To have warmth, respect and encouragement for children's individuality • Self-motivated and flexible • Reliable with a professional attitude to work • Kind sense of humour and a positive nature • To be flexible, calm and adaptable in times of change • Flexibility to work extra hours • Ability to communicate at all levels & in a variety of forms | |
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Signed: _____ Date: _____

Name (print) _____

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.