**ST ANDREW’S CE PRIMARY SCHOOL**

**After School Club Manager Job Description**

**Required for September 2018**

**Job Title:** After School Club Manager  
**Pay Scale:** Scale 3 (£14,771 – 15,147 p.a. inclusive)  
**Contract type:** Initially a temporary contract  
**Contract hours:** 13.75 hours per week term time only (Monday – Friday)  
**Daily hours:** 3.15 p.m. - 6.00 p.m.  
**Responsible to:** Headteacher  
**Responsible for:** Other After School Club staff

**Overall Purpose:**
To lead and be responsible for the day to day management of the St Andrew’s CE Primary School After School club providing care and play opportunities in a safe and secure environment.

The After School Club runs from 3.30 p.m. – 5.45 p.m.  
Staffed from 3.15 p.m. – 6.00 p.m. for setting up and tidying away

**Main Responsibilities**
The following list is typical of the level of duties, which the After School Club Manager is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Specific Duties**
- Manage, supervise and support After School Club staff to ensure a high level of provision for the children.
- Attend and participate in meetings with the School Business Manager, Headteacher & Governors to ensure the smooth running of the club.
- Ensure awareness and knowledge of school policies/procedures to appropriately manage the After School Club staff.
- Create a stimulating, clean and safe environment.
- Create a weekly plan of play activities which are appropriate, varied and enjoyable, to support the development of children’s skills and experiences.
- Monitor and evaluate children’s responses to activities through observation evaluating and adjusting activities, as appropriate to meet the needs of the children.
- Ensure appropriate staff ratios are maintained at all times, maintaining rotas of work for all staff and reporting to the School Business Manager about staff absences.
- Ensure that children’s contact details are up to date and key information is passed to After School Club staff.
- Ensure appropriate equipment and resources are available and in good condition.
- Working within the agreed budget, order appropriate supplies as necessary and present invoices promptly to the School Business Manager.
- Maintain appropriate records for attendance as agreed with the School Business Manager.
- Maintain appropriate hygiene standards complying with Food Handling regulations.

*Together we love life, learning and God*
General Duties

- Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities.
- Be aware of the timetable of activities and identify the expected tasks required.
- Assist with the setting-up of the club each day.
- Assist with the preparation and serving of food as appropriate.
- Help to create a welcoming and supportive environment for the pupils attending the club.
- Be responsible for the management of the behaviour of pupils attending the club.
- Assist with the tidying of the venue after use and ensure the secure storage of resources and equipment used.
- Be responsible for administering and maintaining a registration system.
- Set a good example in terms of punctuality, behaviour and attendance.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support the development of pupils with special educational needs and/or disabilities.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training, other learning activities and performance development as required.
- Provision of induction training and advice to other staff and volunteers.

This job description forms part of the Contract of Employment of the person appointed to this post. It is current at the date shown, but in consultation with the post holder, the Governing Body may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the grade.

Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.

The After School Club Manager will be expected to work to relevant health and safety agendas and exercise a duty of care at all times to all children and staff in the school. Furthermore it is expected that there will be a commitment to equality and diversity by the After School Club Manager.
## Job Title: After School Club Manager

<table>
<thead>
<tr>
<th>Personal Attributes required (on the basis of the job outline)</th>
<th>Essential (E) or Desirable (D)</th>
<th>To be identified by: application form, interview, reference</th>
</tr>
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</table>

### Qualifications

- Relevant Child Care qualification (or equivalent)
  - **D**
  - **A/I**

### Experience

- Experience of working with or caring for children of relevant age
  - **E**
- Experience of undertaking administrative tasks
  - **E**
  - **A/I/R**

### Knowledge/Skills/Abilities

- Ability to relate well to children
  - **E**
- Ability to keep records and undertake necessary administration
  - **E**
- Ability to work as part of a team
  - **E**
- Ability to manage resources
  - **E**
- Basic computing skills
  - **E**
- Good communication skills (oral and written)
  - **E**
- Good numeracy and literacy skills
  - **E**
- Ability to maintain confidentiality
  - **E**
- Basic knowledge of First Aid
  - **D**
- Flexible attitude to work
  - **E**
- Knowledge of safeguarding requirements
  - **D**
- Knowledge of Early Years Foundation Stage
  - **D**

### Other

- Commitment to Equality and Diversity
  - **E**
- Commitment to Health and Safety
  - **E**
  - **A/I/R**