Job Description: After School Club Manager

Title: After School Club Manager

Accountability: The post-holder will be responsible to Ingoldsby Academy’s Headteacher

Responsibility: The manager will be responsible for the management of all the children in the setting and the welfare of the children attending

Location: Ingoldsby Academy, Main Road, Ingoldsby, Nr Grantham, NG33 4HA

Hours: 7.45am – 8.45am and 3.15pm-6.15pm Monday to Friday term time

Contract Type: Initially temporary with a view to becoming permanent

Salary: £8.00/hour 38 weeks term time only

Purpose of the job:
To lead and be responsible for the day to day organisation of the After School provision at Ingoldsby Academy providing high standards of care and play opportunities for children between the ages of 3-11 years old in a safe and secure environment.

Main Duties and Responsibilities:

Delivering After School Provision

• To lead the day to day management and organisation of the After-School Club

• Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.

• Liaise with the school with regard to the needs of the children who attend the club

• To liaise with parents to encourage parental involvement and support of the After School Club
Management and Administration

- Uphold, implement and regularly review all policies and procedures of the group in partnership with the staff team and the Committee
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school’s finance department to ensure rigid financial control of the budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
- Liaise with the school finance team to administer bookings and collection of fees, ensuring that any money transactions are handled and documented as directed by the school’s administrator.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- To effectively manage the occupancy levels of the After School Club; managing the waiting list and offering child care places. Promoting and marketing the After-school Club effectively to maintain occupancy
- Develop professional working relationships with the school, all relevant professionals and authorities including the local authority and Ofsted
- With support from the Headteacher monitor and evaluate the quality of the service.
- Maintaining working relationships with other site users (particularly the school head teacher and the site cleaner)
- To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure that all staff work within the policies and guidance and procedures of the schools’ policies.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school’s child protection and safeguarding policy.
- To carry out any other duties which will be seen to enhance the work of the school’s extended day services.
You will need to be:

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

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<th>Qualification and other required skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>NVQ level 2 in Child Care/Playwork or equivalent</td>
<td>X</td>
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<td>Excellent communication skills</td>
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<td>Experience of working with children age 3-11</td>
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<td>Good organisational skills</td>
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<td>Good knowledge and understanding of equal opportunities and special educational needs</td>
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<td>Relevant supervisory/management experience</td>
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<td>First Aid qualification</td>
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<td>Food Hygiene Qualification</td>
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<td>Experience of administration systems</td>
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<td>Competent in using computer systems including email and Microsoft Word and Publisher</td>
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