

OUT OF SCHOOL CLUB MANAGER ~ JOB DESCRIPTION

Post Title:	Out of School Club Manager
Pay Scale:	Band 4 (Level 3)
Working Pattern:	Part-time (25 hours per week): 7:15 a.m. to 9:00a.m. and then 3:00 p.m. to 6.15 p.m.with 2 hours planning time, Monday to Friday, term time plus 3 days
Responsible to:	School Business Manager & Headteacher
Responsible for:	Other Out of School Club staff
Overall Purpose:	To lead and be responsible for the day to day management of Ponteland Primary before and after school care, providing care and play opportunities in a safe and secure environment.

Main responsibilities:

The following list is typical of the level of duties which the Out of 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 Out of School Club staff to ensure a high level of service for the children
- Attend and participate in meetings with the School Business Manager, Headteacher & Governors to ensure the smooth running of the club
- Support the School Business Manager and Headteacher to draw up an annual Out of School Club Development Plan and help monitor progress
- Ensure awareness and knowledge of school policies/procedures to appropriately manage Out of School club staff
- Create a stimulating, clean and safe environment, including the outdoor area
- Create a detailed, 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 liaising with the School Business Manager about staff absences
- Ensure that children's contact details are up to date and key information is passed to Out of 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
- Maintain appropriate hygiene standards complying with Food Handling regulations

General duties

- Co-ordinate the support for pupils through planning, preparation and delivery of appropriate activities.
- Distribute and collect surveys, questionnaires or evaluation papers as required.
- Assist with the promotion and publicising of the club.
- 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 in line with the school policy.
- 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 or signing in system.
- Help create related promotional displays for the club in the school.
- Support the aims and ethos of the school.
- Set a good example in terms of punctuality, behaviour and attendance.
- Be responsible for the purchasing and management of stock and regular audits of resources.
- Be responsible for ensuring the maintenance, cleanliness and safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- 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 differences 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.
- Contribute to the overall ethos/work/aims of the school.
- 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 Out of School Club Manager will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified within this job description.

The Out of 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 Out of School Club Manager.