

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

<b>Job Title:</b>	After School Club Manager
<b>Reports to:</b>	Headteacher
<b>Department:</b>	Children and Young People's Trust
<b>Section:</b>	Primary School

### **Purpose of the Job**

To ensure the smooth running of the After School Club, co-ordinating the work of the After School Club Assistants and participating in all activities as one of the team.

To be responsible for the supervision of children at the After School Club to ensure that each child has an enjoyable and safe session and eats a healthy snack before going home.

### **Principal Accountabilities**

- To book staff, arrange cover for absent staff, and to delegate work to the After School Club Supervisory Assistants ensuring that all administrative records are completed to a suitable standard and important information is shared and passed on appropriately.
- To plan healthy snacks for each day in conjunction with the cook and the Assistant Business Manager.
- To plan, set up and deliver activities which encourage imagination, independence and social skills and to buy new equipment for the club in line with these aims.
- To deliver themed weeks during the After School Club – at least one per term.
- To register children when they arrive from class and liaise with parents /carers when they come to collect their child, ensuring that children are going home with the correct person.
- To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy and child protection procedures; where necessary to report difficulties to the line manager.

- To provide high quality care and a range of activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- To have knowledge of individual pupils special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.
- To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.
- To work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the activities.
- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures and recording relevant information in the child's individual file.
- To ensure that the team carry out good standards of first aid, hygiene and cleanliness and that they maintain these at all times. To provide training and support where necessary. This will include
  - inspect the records and coordinate the After School Club team to ensure all information relating to food choices and allergens are accessible, up to date and correct
  - ensure that Food Safety is observed by all staff at all times and that food provided reflects the National Guidelines for Healthy Eating
- To be familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN) and to be involved with writing policies and procedures specifically for the After School Club in line with the school policies and procedures. To assist in ensuring all policies and procedures are reviewed on a regular basis and are communicated and carried out effectively by the team.
- Responsible for developing, managing and delivering pastoral support to staff and pupils. To offer day to day professional support for staff within the team and act as mentor.
- Being a positive role model for other members of staff in all matters relating to organisation, learning, play and professional conduct. Assess, advise and assist staff where necessary.

- Responsible for the recruitment and appraisal of team members. To ensure each member of the team is aware of their specific role, both individually and as part of a team. To address any staff issues quickly and appropriately with the school. Be responsible for new staff members and their induction.
- Ensure Risk Assessments are current and daily Environment Checks are completed.
- Observe how staff and pupils move around the building to ensure they are being supervised and are safe. To cover the role of After School Club Coordinator or other role where necessary.
- Contribute to the vision and ethos of the After School Club team.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

### **General Accountabilities**

- To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained
- To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

- Attend training courses, management or other meetings as necessary.
- Work with the School Bursar to ensure that the After School Club has clear and up to date policies and procedures and that all staff, parents/carers and other staff are able to refer to them as necessary.
- Represent the After School Club team at teaching staff / management / other appropriate meetings as required.

Your duties will be set out in the above job description but please note that the Council reserve the right to update your job description from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

<b>Post Title:</b>	After School Club Manager
<b>Department:</b>	Children and Young People's Trust
<b>Section:</b>	Primary School

#### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• NVQ Level 3 in relevant childcare qualification</li><li>• Excellent understanding of the needs of young children</li><li>• Knowledge of relevant legislation and guidance including Children Act 1989, National Day Care Standards, Foundation Stage Curriculum</li><li>• Knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)</li><li>• Knowledge of child protection issues and procedures</li><li>• Knowledge of equalities issues and implementation and development of equalities practices</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Significant experience in a leadership role at an early years setting, providing care and education to children from a wide range of backgrounds, including those with special educational needs</li><li>• Proven experience of planning and organising effective, age and ability appropriate activities</li><li>• Proven experience of supervising large groups of children</li><li>• Good experience of undertaking a wide range of administrative duties e.g. completing records of attendance / incident records / risk assessments</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to think strategically and show initiative to challenge, change and keep current</li><li>• Be able to establish and maintain excellent relationships with children, colleagues, parents, members of the governing body and service providers</li><li>• Act as a reviewer for the performance of the team</li><li>• Lead and participate in staff training and development opportunities</li><li>• Possess a warm and positive approach to children</li><li>• Ability and flexibility to cope with changing needs and demands</li><li>• Ability to delegate and coordinate the work of other</li></ul>

## **Equalities**

staff

- Ability to work to time constraints
- Ability to plan and organise activities
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.