

JOB DESCRIPTION

Post Title: After School Club Manager		School: Thorndown Primary School		Office Use
Grade:				HC ref:
Responsible to: Out of School Club Manager		Date: April 2018	Manager: Head Teacher and School Business Manager	
Job Purpose: To provide safe, high quality after school care for children 3 – 11 years of age.				
Resources	Staff	Play workers/volunteers		
	Finance	Production of invoices for fees to parents.		
	Physical	The maintenance of a safe and stimulating environment.		
	Clients	Children 3 – 11 years of age and their parents/carers		
Duties and key result areas:				
<p>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p> <ol style="list-style-type: none"> 1. To support the Head Teacher in ensuring the club meets the standards set by OSFTED for out of school provision. 2. Work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills. 3. To routinely risk assess the OSC provision to ensure a healthy, safe and secure environment is maintained. 4. Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Thorndown Primary School. Any safeguarding or child protection issues must be acted upon immediately by informing the senior designated people. 5. To be responsible for the day to day administrative and organisational needs of the provision. To liaise with the School Business Manager, ensuring records are properly maintained e.g. daily attendance registers, accident forms and incident log and correspondence is passed to parents and to the office. 6. To take responsibility for drawing up weekly plans and menus which ensure that all children and the Early Years Foundation children are working towards areas of development. 7. Weekly plans and menus are to be shared with the line manager on a weekly/fortnightly basis 8. To administer First Aid as appropriate. 9. To plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. These must also meet EYFS outcomes and fit within the guidance of school policies and procedures. 				

10. To organise the key worker system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of staff appraisals; to identify training needs and to organise relevant training; to assist with recruitment
11. To be responsible for implementing systems of observations and record keeping so that children's progress and achievements are effectively and regularly assessed.
12. To provide support and supervision to play workers/volunteers and arrange staff cover depending on the attendance of the Out of school club.
13. To consult with team members, children and parents and involve them in the planning of activities and snacks.
14. To ensure that refreshments are provided that meet the required standards of hygiene, health and safety.
15. To encourage parental involvement and support for the club. To exchange information regularly re: activities and child's progress.
16. To undertake statutory training as required and additional training as agreed to meet continuous professional development needs.
17. To liaise with the Head Teacher, Governors, OFSTED, NCC and any other professionals as deemed necessary to ensure that all legal and statutory requirements are implemented. To provide reports as required.
18. To carry out all activities and responsibilities within a framework of equal opportunities.
19. To meet with the Head and SBM on a half termly basis and more frequently if necessary
20. To prepare an annual report for the Governors each June evaluating the clubs performance as part of the schools commitment to self evaluation.
21. To undertake any other reasonable duties in accordance with the after school business plan/objectives.
22. To undertake any other reasonable duties in accordance with the out of school club business plan/objectives.

Work Arrangements

Physical requirements:	Transport requirements: None
Transport requirements:	Working Patterns: Monday – Friday, 7.30am to 9.00am , 3.00-6.00pm Term time + 5 Inset days..
Working patterns:	The club will be open during the holiday periods, which will be paid as additional hours. This is a 52 week contract.
Working conditions:	

Thorndown Primary School fully recognises the responsibility it has under the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators that may suggest the child's physical or emotional well-being is at risk. Staff are expected to pass their concern to one of the 4 child protection officers in school by means of completion of a Logging Concern form.

Child Protection Officers: Head Teacher (also PREVENT lead), Deputy Head, SENCO and Family Worker