



JOB TITLE: After School Club Manager

RESPONSIBLE TO: Headteacher

GRADE: H6

PURPOSE OF THE JOB

To be responsible for the provision of a safe and stimulating environment for children in our Redbourn Childcare Club (RCC).

MAIN AREAS OF RESPONSIBILITY

- To be responsible for providing high quality daily care, play opportunities and activities in a nurturing, and safe environment, with regard to the individual development needs of the children.
- To establish and maintain positive relationships with children, parents, staff and other stakeholders.
- Being the first point of contact for handling and resolving queries from parents in relation to RCC.
- To use the electronic booking system (Arbor) to maintain accurate records of attendance.
- Being responsible for the day-to-day administration and record keeping including any dietary restrictions or allergies.
- Planning and preparing a range of activities and organising and preparing materials.
- Clearing up after activities ensuring that materials and equipment are well cared for and stored properly and the area is tidy and ready for use by other members of the school community.
- Supervising the children while eating healthy snacks brought in from home.
- Purchasing toys, equipment and resources as necessary.
- Developing, implementing and evaluating policies and procedures to ensure the setting operates within current legislation and guidelines and meets the standards required by Ofsted.
- Having due regard for safeguarding and promoting the welfare of children.
- To ensure high health and safety standards are maintained to safeguard children and RCC assistants, including child protection issues, the monitoring and checking of equipment and building and recording accidents.
- Promoting good practice in a professional and inclusive manner.
- Supervise on a daily basis the work allocation and priorities of the RCC assistants and the day to day running of the club.
- Report to the management structure on a regular basis to discuss issues on the running of the setting.

EQUALITIES

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.



HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's dietary needs and allergies.

There will be some moving and carrying items of equipment and play resources throughout each session.

SAFEGUARDING

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

ADDITIONAL INFORMATION

- Meet with the Headteacher as part of the annual appraisal cycle, to acknowledge successes, resolve challenges and discuss professional development.
- This work is both indoors and outdoors with no real hazardous conditions apart from dealing with First Aid and sanitary issues with the children.
- Respect the confidential nature of information you receive about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a "need to know" basis.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This post is a fixed term contract either linked to named pupil(s) or for a fixed time period.