JOB TITLE: Cedar Club (After School Club) Manager
REPORTS TO: Deputy Headteachers / Headteacher and Business Manager

The Cedar Club will provide childcare during term time for parents and will therefore run every day of the academic year. This post will continue as long as the Cedar Club remains financially sustainable for the school.

1. PURPOSE

To ensure the smooth running of the Cedar Club, and to ensure that there is an excellent standard of provision which offers a variety of activities for pupils to enjoy in a relaxed and calm environment at the end of the school day. Hours will be from 3:15pm-6:00pm, Monday to Friday.

2. MAIN AREAS OF RESPONSIBILITY

 • Planning, preparing, and delivering high quality, age-appropriate play, and enrichment activities within a safe environment.
• Working with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment considering the individual developmental needs of the children.
• Liaising with staff members and parents with regards to the needs of children who attend the club and keep accurate, up to date records.
• Safeguarding children and promoting their health and safety including safe collection at the end of the session.
• Supervise the play workers and be responsible for their induction, personal development, welfare, and appraisals.
• Organise the space and resources before the children arrive and pack away at the end of each session.
• To administer First Aid, as appropriate.
• To ensure that Cedar Club staff are effectively inducted, supported, and supervised to maximise children's learning.
• To ensure that staff are appropriately deployed and directed within the Cedar Club.

3. ADMINISTRATION DUTIES

General Administration:

To lead the day-to-day administration and record keeping including:
• Liaising with parents and prospective parents.
• Recording daily attendance and ensuring all play workers have accurate registers.
• Maintaining all records relating to the management of Cedar Club ensuring confidentiality and data protection of all parties.
• Ensuring the provision is adequately staffed by experienced and qualified staff.
• Dealing with all queries and concerns from parents and carers, liaising with Business Manager, DSLs, and SENCO, as necessary.
• To ensure, there are enough resources for the planned activities. Liaising with admin team and Business Manager.

• To monitor the quality of the learning provision.
• To ensure equipment and resources are fit for purpose, maintained, and ordered according to school procedures.
• To participate in appropriate professional staff development and training.
• To ensure the setting out and putting away of all equipment in a clean, tidy, and safe condition.

Policies and Procedural Administration

To ensure policies and procedures are adhered to by:
• Ensuring all records are kept up to date and all staff are aware of any medical conditions, allergies, or SEN issue.
• To assist in the formulation and monitoring of policies and procedures.
• To ensure that Health & Safety policies, Child Protection policies and other relevant policies are complied with; and that a register, accident books and other appropriate records are maintained and kept in line with school policy and procedures.
• Ensuring due regard for safeguarding, child protection and promoting the welfare of children.
• Upholding, implementing and regularly reviewing all policies, procedures, and risk assessments
• To plan engaging and enriching activities in advance.

Other

• To participate in the school's annual appraisal process.
• To have regard to guidance on keeping children safe in education.
• To take responsibility for one's own continuing professional development.
• To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.
• These responsibilities are not exhaustive, and the post holder is expected to carry out any related duties commensurate with their skills, abilities, and grade.