

**Giles Junior School**

Headteacher Miss L Whitby

Durham Road, Stevenage, Hertfordshire, SG1 4JQ
01438 353 374
admin@gilesjm.herts.sch.uk

**Job Description – After School Club Manager**

**JOB TITLE: After School Club Manager**

**REPORTS TO: Headteacher**

**SALARY RANGE: H1-3 (dependent on experience)**

**Hours: 15 hours 3:00-6:00pm**

**Main purpose**

To run Giles Junior School’s After School Club. To maintain a safe and stimulating play environment and to arrange developing opportunities which encourage children’s social, physical, intellectual, creative and emotional development through play.

**Duties and responsibilities**

* To ensure the provision offers a safe and stimulating play environment.
* Be responsible for the planning, preparation and delivery of activities, which meet children’s individual developmental needs.
* To work face to face with the children registered with the club.
* Organise and shop for necessary food to be served throughout the week
* To supervise tea time refreshments for the children, prepare and clear away food.
* Pass on relevant information to the after school club assistant and delegate responsibility as required
* To collate financial information tracking expenditure and income to make sure the club remains financially sustainable
* Communicate effectively with parents when handing children back over at the end f the session
* Apply consistency with school behaviour and discipline policies

**Safeguarding**

* To follow guidelines and procedures for safeguarding in accordance with the schools policies & procedures.
* To maintain appropriate qualifications in Level 1 Safeguarding which is refreshed annually and updated every 3 years
* In the event of not being able to speak with a DSL with concerns record these and pass on to the after school manager
* Maintain a register of pupils who are on site and support in assisting with parents/carers signing their children out at the end of the day

**Health, safety and discipline**

* To report any unsafe equipment and keep the working environment well organised and tidy
* Have procedures in place to support the after school club manager in cleaning and tidying of the room before the end of the session

**Communication and working with colleagues**

* Communicate with the after school club assistant
* Record relevant information on the whole school system to share information readily with colleagues
* Communicate with relevant staff to resolve issue or seek clarification on anything relating to the pupils on site

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| criteria | qualities |
| **Qualifications and experience** | * A good standard of general education.
* Level 2 Food Hygiene
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| **Skills and knowledge** | * Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Knowledge of effective behaviour management strategies
* Experience of working with school age children and an understanding of play and child development and the ability to meet children’s individual need
* Demonstrate a wide range of practical play work skills
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| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* High expectations for children’s behaviour
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Maintain a positive and communicative relationship with colleagues
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