



After School Club

JOB DESCRIPTION

POST TITLE: After School Club Manager

RESPONSIBLE TO: Centre Manager

REPORTING TO THIS POST: After School Club staff and volunteers

START DATE: As soon as possible

Purpose of Job

To develop and manage a quality after-school childcare provision at Saint Andrew's C of E Primary School in Bath.

Principal Duties and Responsibilities

1. To create an inclusive and happy setting in which children are listened to and their opinions valued.
2. To instigate child-centred play in a structured environment and relaxed atmosphere while maintaining overall quality of care.
3. To ensure that there are adequate and appropriate activities available for each session, involving both children and staff in their planning.
4. To ensure that the environment in which the children are playing is safe and stimulating and that activities can be freely chosen.
5. To oversee staff and children during activities and at refreshment time, allocating duties as necessary and taking part as appropriate.
6. At the end of each session to be responsible for ensuring all club equipment is cleared and securely locked away, leaving the room clean and tidy.
7. To ensure that new children, staff and volunteers are aware of fire procedures and the rules and practices of the setting.

8. To provide training and monitoring to ensure that all policies and procedures are read, understood and adhered to and to take immediate action when there is a breach of club policy.
9. To maintain accurate and confidential records, ensuring that registration, consent and any other forms are kept up-to-date for each child.
10. To support and supervise employees and volunteers, including providing relevant training and holding regular appraisals.
11. To maintain adequate levels of provisions and materials, purchasing these when necessary.
12. To manage the register and bookings to ensure adequate staffing levels and ongoing sustainability, maintaining agreed ratios at all times.
13. To accept fees and to issue receipts as required, keeping any cash secure at all times.
14. To manage the invoicing of parents, maintaining adequate and accurate records.
15. To arrange the purchase, preparation and provision of refreshments as required.
16. To record and inform parents/guardians of any incidents or accidents, obtaining their signature as required.
17. To remind parents, staff and children of acceptable behaviour codes in the club and if necessary issue a behaviour warning.
18. Continually to market the club and to raise its profile in the school and local community.
19. To ensure that adequate arrangements are in place to permit the safe operation of their club in their absence.
20. To meet the requirements of Ofsted and to strive to achieve the best possible ratings for the club.

Qualifications and experience

- A relevant NVQ level 3 or diploma in Playwork or Childcare
- 12-hour paediatric first aid course.
- Experience in a playwork setting.
- Familiarity with the Ofsted inspection regime
- An understanding of good playwork practice.
- Knowledge of child protection procedures.
- Knowledge of the principles and practice of inclusive play

Skills and Ability

- An understanding of effective management, including the ability to manage people and children
- A good understanding of the requirements for the EYFS and the childcare register
- Good interpersonal skills and organisational ability
- Ability to cope with situations in a calm, considered manner, working on their own initiative
- Ability to offer a wide and varied range of play opportunities
- Experience of dealing with outside bodies and agencies
- Effective team member
- A willingness to work outside when children request it, including in extreme weather conditions