

Children's & Young Persons Service

Appleton Wiske Community Primary School

JOB DESCRIPTION

POST:	Before or After School Club Manager
GRADE:	Band 6
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	Before/After School Club Assistants
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe and happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. The post holder will also take a lead role in running the club.
JOB CONTEXT:	<p>The out of hours school club provides a safe environment for children before or after school, and encourages healthy eating and creative play opportunities.</p> <p>Enhanced DBS clearance is required for this post.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • Maintain a register of children • Prepare and provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards • Prepare and set up room the room as required • Administer basic first aid as required • Undertake the personal care of children as required, including toileting, dressing, sickness • Ensure the children and young persons are supervised at all times • Contribute to the development of club policies, procedures, aims and objectives • Promote the club by creating promotional displays • Ensure the equipment is maintained and stored appropriately
Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils and the Head Teacher • Encourage parental involvement and support • Promote healthy eating • Report on the progress of the club and any issues of concern to the school leadership team
Partnership or Corporate Working	<ul style="list-style-type: none"> • Communicate with school staff, parents and children/young people as appropriate
Resource management/ People	<ul style="list-style-type: none"> • Discuss accounts/invoices with parents as required • Responsible for the purchase of resources, including food/drink and equipment

Management/ Buildings and Infrastructure	<ul style="list-style-type: none"> • Ensure the building is safe and secure for the children and young persons at all times • Encourage, lead and support a team of play workers / assistants ensuring good performance all the time • Address performance or conduct issues promptly • Provide induction and training to new staff members
Systems and Information	<ul style="list-style-type: none"> • Maintain accurate records as required, to include completion of accident book, register of children's attendance, up to date emergency contact details
Planning and Organising	<ul style="list-style-type: none"> • Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities • Monitor and evaluate the effectiveness of the club
Safeguarding	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of the children and young people. • Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's and school's policies and supporting documentation in relation to Information Governance. This includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Ensure the safety of all children in the event of a fire/drill or other emergency • Ensure all accidents and emergencies are dealt with according to the policy
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	November, 2017

PERSON SPECIFICATION

JOB TITLE: Before or After School Club Manager

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none">• An understanding of and commitment to the provision of good quality childcare• An understanding of food hygiene rules• Health & safety knowledge, including lifting and handling and fire prevention• A sound understanding of safeguarding procedures• Knowledge of Healthy Eating	<ul style="list-style-type: none">• Knowledge of school policies and procedures• Knowledge of child development & learning processes
<p>Experience</p> <ul style="list-style-type: none">• Significant experience of working with children in a play work or educational setting• Experience of keeping records, including financial records	<ul style="list-style-type: none">• Staff supervision experience
<p>Occupational Skills</p> <ul style="list-style-type: none">• Ability to plan, deliver and evaluate safe activities relevant to the age of the children• Organisational skills• Ability to work on own initiative and use common sense• Ability to communicate effectively with parents and colleagues, verbally and in writing• Ability to maintain confidentiality• Ability to work effectively in a team• Committed to continuing professional development• Emotional resilience• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Behaviour management skills• ICT skills	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Ability to lead a small team 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Recognised childcare qualification (e.g. Advanced Teaching Assistant) at level 3 or equivalent • Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> • Food Hygiene certificate • First Aid Certificate • Safeguarding Certificate
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	

NB – Assessment criteria for recruitment will be notified separately.

Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.