



Job Description

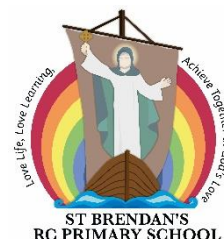
Job Details	
School Name	St Brendan's RC Primary School
Job Title	Out of School Club Manager
Grade	Grade E
Primary Purpose of Job	To be responsible for the provision of Before and After School Club for school age children (4-11)
Responsible to	Head Teacher, School Business Manager
Principal Responsibilities	<ul style="list-style-type: none"> • The day to day management of the club's staff and resources • Planning, preparing and delivering quality play opportunities within a safe and caring environment. • Ensuring the provision of high quality childcare and appropriate play opportunities for all children attending the school club setting. • Liaison with parents and other appropriate agencies. • Implementation and monitoring of necessary policies and development plans • Supplying the Head Teacher with reports describing the club's activities.

Main Duties	
1.	To provide support and a safe and secure environment for all children including those with additional requirements.
2.	To take all steps necessary in order to ensure the safety and well-being of the children and members of staff for whom you are responsible.
3.	In collaboration with colleagues, to plan and provide a high quality, safe plan and care environment for children during club hours.
4.	Arrange for the preparation and provision of healthy snacks/breakfast to children who attend the club having due regard to appropriate Health & Hygiene and Health and Safety regulations.
5.	To meet legal requirements of the EYFS framework and the requirements of the Childcare Register.
6.	In collaboration with the Head teacher to implement and review a range of policies as they apply to the club and as legally required.
7.	To ensure that all colleagues, children and parents are fully informed with regard to all policies and their implementation.
8.	To establish good working relationships with the parents of children who attend the club.
9.	Hold regular staff meetings.

Main Duties	
10.	To direct, supervise and monitor the work carried out by the members of staff for whom you are responsible.
11.	To carry out day to day administration, record keeping, ordering and purchase of materials and equipment and stock control.
12.	To be responsible for day to day financial administration and to work within a budget.
13.	To work closely with members of the school's staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club.
14.	To take responsibility for appropriate parts of the school's premises during club activities and work closely with the school's site team.
15.	To promote the club at school events for example during 'new intake parents' meetings
16.	To provide support and a safe and secure environment for children with additional needs, i.e. autism, ADHD or a physical disability, after appropriate training.
17.	To hold or obtain a qualification in Paediatric First Aid and Food Hygiene and be hold an understanding of health and safety legislation relevant to childcare.
18.	To promote the club in the local community.
19.	To work alongside the School Business Manager to produce a termly report to the Headteacher outlining the progress of the club in relations to its development plan.
20.	Administering first aid when necessary.
21.	To carry out all of the above duties with full regard of and commitment to equal opportunities for all children.
22.	To work flexibly for the needs of the role
23.	Undertaking appropriate and relevant training.
24.	Monitoring and maintaining a health, safe and secure working environment.
25.	Working within the framework of the school and Before and After School Club's policies and procedures.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 October 2018



Person Specification

Job Details	
School Name	St Brendan's RC Primary School
Job Title	Out of School Club Manager
Grade	Grade E

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	To be reliable, trustworthy, and punctual.	Application Form / Interview
2.	Understanding of child development and the importance of play	Application Form / Interview
3.	Ability to provide and facilitate a range of appropriate and creative play and care activities in a safe and stimulating environment	Application Form / Interview
4.	Ability to respond to and meet children's individual needs	Application Form / Interview
5.	Ability to build positive relationships and communicate with children and adults	Application Form / Interview
6.	Understand current legislation and quality practice with regard to Out of School Care Clubs	Application Form / Interview
7.	Awareness of safeguarding principles and safe working practices	Application Form / Interview
8.	Ability to respond calmly to challenging situations	Application Form / Interview
9.	Experience of leading a team - Ability to delegate tasks and monitor standards.	Application Form / Interview
10.	Competence in maintaining accurate records (attendance, incidents, medication, etc.) As well as managing budgets and resources	Application Form / Interview
11.	Ability to promote the club within the local and wider community	Application Form / Interview
12.	Willingness to work closely with parents/carers	Application Form / Interview
13.	Understanding of and the ability to work with children with behavioural difficulties, SEN/disabilities	Application Form / Interview
14.	Willingness to undertake appropriate training as necessary	Application Form / Interview

Skills and Knowledge		Method of Assessment
15.	Knowledge of EYFS, undertaking observations and liaising with reception class teachers	Application Form / Interview
16.	Understanding of/ability to meet the needs of a multi-cultural community	Application Form / Interview
17.	Displays commitment to the protection and safeguarding of children and young people	Interview
18.	Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedures	Interview
19.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Holder, working towards or willing to work towards an NVQ Level 3, BTEC Level 3 or equivalent in Playwork. Childcare	Application Form
2.	Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent	Application Form
3.	Experience of working with children and young people in a management position	Application Form / Interview/References

Work Related Circumstances		Method of Assessment
1.	The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	Interview
2.	Ability to work flexible hours where required and attend related meetings	Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.