

Job Description Care Club Manager

JOB PROFILE NAME:	Care Club Manager
LINE MANAGED BY:	Headteacher
PROFESSIONALLY REPORTS TO:	Headteacher

Purpose and key objectives of the Role

To lead and be responsible for the day-to-day organisation of the After School provision at a Trust primary school providing high standards of care, learning and play opportunities for children between the ages of 3- 11 years old in a safe and secure environment.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities:

The post holder is expected to be responsible for the following key areas and to carry out the following duties and to recognise that the list is only indicative and that there might be other similar duties required to be carried out as part of the role:

Delivering the After School Provision

- To lead the day-to-day management and organisation of the After School Club.
- To provide line management to a team of After School Club Assistants, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members.
- Collaborate with all staff to ensure and provide care, play opportunities and activities in a nurturing, and safe environment, with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality, dynamic creative play opportunities in a safe and caring environment.
- Communicate at an appropriate level with children using listening and questioning skills to enhance opportunities for learning.
- Liaise with the school staff with regard to the needs of the children who attend the club.
- Ensure the safe delivery of children to and from the club and appropriate handover to responsible persons at the end of the session.
- Provide and prepare snacks which meet the school's healthy eating and other food related policies.
- Carry out cleaning activities in line with Hygiene and Food preparation policies.
- To liaise with parents to encourage parental involvement and support of the After School Club.

Management and Administration

- Have due regard for safeguarding and promoting the welfare of children and to follow the Trust and school's safeguarding and child protection procedures and policy and to act promptly to ensure the safety of children including making referrals, keeping records, and communicating with the school Designated Safeguarding Lead.
- Uphold and implement policies in line with the Trust and school ethos and ensure that procedures and systems are followed in partnership with the school staff team.

- To ensure that adequate standards of safety and hygiene are maintained throughout the After School Club, implementing appropriate risk assessments and recording and reporting of hazards, accidents and first aid.
- To be responsible for ensuring a safe play environment, checking materials and equipment for defects, and ensuring that staff and pupils are familiar with the fire drill, evacuation procedure and all health and safety procedures
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families, and members of staff.
- Liaise with the school leadership team and the school office staff to ensure rigid financial control of the After School Club budget and be responsible for the ordering and purchasing of equipment, supplies, and resources.
- Liaise and work closely with other school staff to administer bookings for the provision.
- To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance of staff and pupils.
- Develop professional working relationships with the staff in school, all relevant professionals, and authorities.
- Monitor and evaluate the quality of the service.
- Attend meetings with the Headteacher and senior leaders in school and prepare reports as appropriate.
- To ensure that all staff work within the guidance and procedures of the Trust and schools' policies.
- To perform any other duties which will be seen to enhance the work of the After School Club.

Staff

- To work with the school senior leadership team to ensure that the recruitment and induction of staff is carried out in accordance with the Trust and school's guidelines and safer recruitment policy.
- To work with the school leadership team to manage cover for staff illness and absence.
- To work with the school leadership team to provide an appraisal system for staff and organise staff training to meet identified training needs.
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending meetings to keep up-to-date with all current issues linked to the provision.

Additional duties

- Carry out other duties commensurate with the grade of this post as directed by the school senior leadership team.

Additional Role Information

- To take every opportunity to promote a favourable image of the Trust to all users of the schools and lead by example through demonstrating the Trust and schools core values at all times.
- A calm and organised nature.
- Excellent verbal and written communication skills.
- Excellent time management and organisation skills.
- A flexible approach towards working practices.
- High expectations of self and professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with other colleagues.
- High levels of drive, energy and integrity and commitment of working under pressure.
- A commitment to equal opportunities and empowering others.

Person Specification

Attributes	Essential	Desirable
Educational Attainment	NVQ Level 3 in Childcare, or equivalent experience of working with children.	
Work Experience	- Practical knowledge of child development and child related issues. - Experience of working with children and parents, planning, initiating, organising and developing play.	
Knowledge/ Skills/ Aptitudes	- Ability and willingness to acquire knowledge of relevant legislation and procedures. - Effective verbal communication skills and to be able to communicate in a helpful and sensitive manner with children and adults. - Ability to identify and meet children's needs both individually and within a group. - Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. - To have good organisational skills - Ability to use their own initiative and get the job done - Commitment to always maintaining confidentiality.	
Disposition	- Commitment to always maintaining the highest standards of professionalism and confidentiality. - Willing to be flexible in working arrangements. - To have strong team working skills. - Enjoyment of working with children. - A positive outlook. - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust.	
Circumstances	Friendly, approachable and	



personable.

- Able to work both individually and collaboratively.
- Willing to participate in relevant training and CPD.
- An enhanced DBS certificate and barred list check.
- Evidence for their previous work experience.
- References.