



Job description: After School Club Manager

Main purpose of role

- To manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures
- To develop and maintain a safe and stimulating play setting
- To provide a stable and secure environment for all children using the establishment, which meets their social, emotional, intellectual and physical needs
- To work as part of team of staff, who collectively contribute to providing positive experiences for young children and their families, in a safe, nurturing and stimulating environment

Duties and responsibilities

Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Brief other extended provision staff so they are aware of how the activities will run
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- Manage stock of resources necessary to carry out planned activities

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Make sure all policies are up to date and implemented consistently by all staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy

- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Manage and support other extended provision staff, setting clear expectations for the requirements of their role
- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate

Safeguarding

- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- To undertake continued professional development training with agreement from the senior leadership team
- To secure the site at the end of the session