



**Afterschool Club Manager  
Term Time Only**

**Salary:** £24,590 FTE/Actual Salary £6452.47  
**Working hours:** 3:30-6 pm Monday to Friday  
(12.5 hours per week, Term Time Only)  
**Start date:** September 2022

Jerounds Primary Academy are looking for a reliable and experienced After School Club Manager to manage the day to day running of the After School Club.

The role will involve supervising a small friendly team of staff and to support all activities, in line with regulations and the school's policies and procedures.

Experienced in working in a supervisory role and managing staff. Forward planning, good communication skills. Good understanding of health & safety and experience in undertaking risk assessments is essential.

Your completed application form should be submitted electronically to [recruitment@trust.netacademies.net](mailto:recruitment@trust.netacademies.net) or by post to Latton Green Primary Academy, Riddings Lane, Harlow, Essex, CM18 7HT.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted. We are fully committed to safeguarding and promoting the welfare of children and the successful candidate will be expected to undertake the appropriate checks including an enhanced DBS check.

Due to the high level of applications we receive, if you have not heard from us within 10 working days of the vacancy closing date please assume your application has not been successful on this occasion.

**Closing date:** 20<sup>th</sup> May 2022  
**Interviews:** w/c 6<sup>th</sup> June 2022

**Job Description****JOB DESCRIPTION**

<b>Job title</b>	After School Care Manager
<b>Grade</b>	HLTA
<b>Reports to</b>	Head of School
<b>Job Purpose</b>	To act as part of a team, to take care and manage control of all the children and adults on the school premises during After School Club, between 15:15 and 18:15, after the end of the school day.
<b>Duties</b>	<ul style="list-style-type: none"><li>-To design, create and remain vigilant towards the activities of the children at all times</li><li>-To maintain an accurate register of all attendees</li><li>-To maintain accurate records for children's allergens, medical needs, parental contact details.</li><li>-To supervise the children after school from the dining area to the play areas..</li><li>-To maintain the safety, welfare and good conduct of the children</li><li>-Where necessary, to assist children in selecting their snack/activity and sitting in an appropriate place in the dining hall/playground during relevant times of each session.</li><li>-To communicate effectively with parents daily with regards to eating and welfare.</li><li>-Assist children with eating their snack/playing with the resources, both indoors and outdoors, where applicable</li><li>-Clear tables when meals/activities are finished and clear up any associated spillages/mess/equipment.</li><li>-Enforce the necessary sanctions for maintaining good order</li><li>-Administer basic first aid as required (following first aid register)</li><li>-Keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed</li><li>-Provide pastoral care, guidance and routine advice to pupils as appropriate</li><li>-Where necessary and appropriate, to lead games and activities with the children both indoors and outdoors</li><li>-Alert After School Care Manager, Assistant Head, Head of School, with any concerns regarding an individual child or group of children</li><li>-Attend relevant training and meetings as required</li><li>-Respect confidentiality at all times</li><li>-Understand and apply school policies in relation to health, safety, welfare (safeguarding) and behaviour of pupils</li><li>-Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace</li><li>-Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>-The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li></ul>