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| JOB OUTLINE | | | | |
| **job title:** | | | | After School Club Manager (2.45 – 6 pm daily – 16.25 hours p/w) |
| **grade:** | | | | Scale 3 |
| **location:** | | | | St Peter’s C of E Primary School |
| **responsible to:** | | | | The Headteacher |
| **job purpose:** | | | **The main objectives to be achieved by the Post holder** | |
| To create high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To be responsible for delivery of activities within the provision, leading the general administrative/clerical/financial duties in the Club, but not management of the Club budget. | | | | |
| main activities | |  | | |
| **In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post**   * To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment * To be responsible for implementing Safeguarding and Health and Safety policies and procedures * To lead in the development of independent social skills * To undertake duties such a preparing snacks and meals, cleaning club room and toys, reporting any damages and tidying up etc * To report a child’s problems/achievements to parents as necessary * To liaise with parents to enable the effective operation of the Club | | | | |
| * To administer basic/paediatric first aid where appropriately trained * To assist in the specific medical/care needs of pupils when specific training has been undertaken * To take care for their own and other people’s health and safety. | | | | |
| * To maintain registers of attendance/absence and other child records * To assist in Club marketing and promotion * Maintaining stock and ordering supplies * To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis | | | | |
| * To ensure confidentiality is maintained where appropriate * To follow safeguarding policies and procedures at all times | | | | |
| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** | | | |