**Job Description: Before and After School Club Manager**



Title: Before and After -School Club Manager

Accountability: The post-holder will be responsible to the Headteacher and SLT.

Responsibility: The manager will be responsible for the management of all the staff in the setting and the welfare of the children attending

Location: Cheeky Monkeys, Bournes Green Infant School

Hours: 7.45am – 8.45am and 2.45pm- 6.15pm Monday to Friday term time.

Contact Type: Permanent

Salary: Level 6 Point 20-27

**Purpose of the job:**

**To lead and be responsible for the day to day organisation of the Before and After School provision at Cheeky Monkeys, Bournes Green Infant School. To provide high standards of care, play and learning opportunities for children between the ages of 4- 11 years old in a safe and secure environment.**

**Main Duties and Responsibilities:**



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| **Delivering the Before and After School Provision** page1image19840 |
| * To lead the day to day management and organisation of the Before and After School Club
* To provide line management to a team of play workers and leaders, directing the work of staff based at the Before and After School Club, supervising their activities and inducting new staff members.
* Work with all staff to ensure and provide care, play opportunities and activities in a homely, 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 creative play opportunities in a safe and caring environment.
* Liaise with the school SLT with regard to the needs of the children who attend the club
* To liaise with parents to encourage parental involvement and support of the Before and After School Club.
* To assist SLT in club marketing and promotion.
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| **Management and Administration** page1image29944 |
| * Uphold, implement and regularly review all policies and procedures in partnership with the SLT.
* Maintain records relating to the management of the clubs ensuring confidentiality and data protection of the children, their families and members of staff.
* Liaise with the school’s finance department and SLT as necessary and be responsible for the ordering and purchasing of equipment.
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* To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances, managing staff absences and lateness.
* Develop professional working relationships with the school, all relevant professionals and authorities including the local authority and Ofsted.
* Monitor and evaluate the quality of the service.
* Attend termly meetings and prepare reports for the Governing Body in conjunction with the SLT.
* Maintaining working relationships with other site users.
* To ensure that adequate standards of safety and hygiene are maintained throughout the clubs, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
* To ensure that all staff work within the policies and guidance and procedures of the schools’ policies.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Before and After School Club, and the school’s safeguarding policy.
* To carry out any other duties which will be seen to enhance the work of the Before and After School Club.

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| **Staff**  |
| * Work with the SLT in the recruitment and induction of staff.
* Work with the SLT to manage cover for staff illness etc.
* To work in partnership with the SLT for to provide an appraisal system for staff and to 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 Before and After School Club meetings to keep abreast of all current issues relating to providing this service.
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Signed …………………………………. PRINT NAME ……………………………………… DATE……………....