LYNDHURST COMMUNITY PRIMARY SCHOOL, DUKINFIELD

CARE CLUB MANAGER JOB DESCRIPTION

PURPOSE AND OBJECTIVES OF THE JOB

To oversee and provide the care for children in our new before and after-school care club. The post holder will:

* Set up (and subsequently maintain) all systems and resources linked to the provision.
* Work under the guidance of the School Business Manager
* Plan, prepare, provide and oversee suitable activities in the provision
* Be responsible for the safety and welfare of all pupils attending the provision

CONTROL OF RESOURCES

Personnel

Direct the work of other staff employed to work in the provision.

Financial

To record and account for monies taken within the before and after school club in accordance with the school’s procedures.

To be a budget holder and follow all school financial procedures in maintaining a budget for the provision.

Equipment/Materials

To be responsible for the organisation and storage of allocated resources through liaison with the School Business Manager and appropriate school staff.

To be responsible for the safe use and maintenance of equipment/materials used by the staff and pupils in the provision.

To adhere to all school policies relating to the use of ICT, e-mail and internet access.

To be responsible, on a daily basis, for the effective tidying up of all rooms and resources used by both before and after school care club. This will include ensuring that floors are vacuumed, toilets are cleaned and tidied, bins emptied, and work tops and sink areas cleaned and tidied.

Health/Safety/Welfare

To adhere to the school’s Health and Safety Policy.

Equality and Diversity

To work in accordance with the school’s policy relating to the promotion of Equality and Diversity.

Training and Development

To be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school’s Performance Management arrangements.

Relationships

To maintain effective working relationships with:

* Pupils
* Parents/Carers
* Teaching and support staff within the school
* Governors of the school
* Staff and visitors from other school

RESPONSIBILITIES:

The post holder must:

1. Perform duties in accordance with school’s Safeguarding and Child Protection Policy and procedures.
2. Ensure that excellent care of our customers (pupils and their parents) is provided.

PRINCIPAL DUTIES

1. To undertake the supervision, security, welfare and good conduct of children within the Afterschool Club, maintaining the expected standards of school discipline and having regard to special or educational needs.
2. To provide engaging activities for the children (including indoor and outdoor play) during the operational hours of the Afterschool Club.
3. To oversee the hygiene of pupils, including hand washing, toileting, cleaning spillages, modelling and insisting on good table manners.
4. To ensure that all equipment is set up and cleared away at the end of the session, for example tables, chairs, activities, crockery and cutlery.
5. To attend to minor first aid needs of children in accordance with school policy. This includes recording minor accidents and ensuring that parents/carers are informed.
6. To ensure that more serious accidents are brought to the attention of the Headteacher or School Business Manager as soon as possible.
7. To liaise closely with the Headteacher or School Business Manager on significant issues relating to the welfare and behaviour of pupils.
8. To respect the confidentiality of sensitive information from pupils and staff by being compliant with all aspects of GDPR.
9. To prepare and serve a breakfast and an after-school menu for children attending the provision.

SECONDARY DUTIES

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of school and the before and after school club provision, as may be determined by the school (or nominated representative) from time to time in consultation with the post holder and, if he/she so wishes, with his/her trade union representative.

LYNDHURST COMMUNITY PRIMARY SCHOOL, DUKINFIELD

CARE CLUB MANAGER

(Permanent)

PERSON SPECIFICATION

What follows is a summary of the training, qualifications and experience, as well as the knowledge, understanding and qualities that the successful candidate will be expected to possess.

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| --- | --- | --- | --- | --- |
|  | Essential or Desirable | Evidenced by: A=Application  I = Interview  R = References | | |
| Training, Qualifications and Experience | | | | |
| Hold NVQ Level 3 Teaching Assistant Status or Equivalent | E | A |  |  |
| Have experience of working with pupils with Special Educational Needs | D | A | I |  |
| Have experience of paid work in a primary school or nursery setting | E | A | I | R |
| Be a competent user of ICT and be able to assist young people in using it appropriately. | D | A | I | R |
| To hold or be willing to undertake a recognised qualification in First Aid | E | A | I | R |
| To hold or be willing to undertake a recognised qualification in Food Hygiene | E | A | I | R |
| To hold or be willing to undertake a recognised qualification in Safeguarding and Child Protection | E | A | I | R |
| Professional Knowledge and Understanding |  |  |  |  |
| Be able to put into practice consistent and fair approaches to managing the behaviour of young people. | E | A | I |  |
| Be able to show initiative | E | A | I | R |
| Be able to plan, prepare, provide and oversee suitable care club activities for pupils of different ages and abilities | E | A | I | R |
| Have full working knowledge of all relevant policies/codes of practice and awareness of relevant legislation as it applies to care club provision | E | A | I |  |
| Have understanding of the need to safeguard and promote the welfare of children | E | A | I | R |
| Personal and professional qualities |  |  |  |  |
| Have good communication skills. | E | A | I | R |
| Be able to work with young people with additional needs in group or 1:1 situations. | E | A | I | R |
| Be able to work positively as a member of a team and be reliable when working with young people and colleagues. | E | A | I | R |
| Have patience, flexibility and resilience | E | A | I | R |