**Masefield Primary School**





**Job Description**

**JOB TITLE**: Out of School Club Manager Grade 4

**PRIMARY PURPOSE OF THE JOB**: To manage the operation of the Out of School Club for 3-11 year olds.

**RESPONSIBLE TO**: Head of School and a designated member of the Senior Leadership Team.

**RESPONSIBLE FOR**: The Children attending the Out of School Club.

**PRINCIPLE RESPONSIBILITIES:**

1. To manage the operation of the day to day running of club in accordance with the agreed policies and good practice and comply fully with Ofsted requirements.
2. To manage the day to day supervision of staff, administration and operational planning.
3. To ensure the provision of high quality childcare and appropriate play opportunities for ALL children attending club.
4. To liaise with a member of the SLT and were appropriate the Head of School to ensure smooth running of the setting in terms of planning, procedures, staffing, resources and professional development.
5. To liaise with parents and other external agencies.

**MAIN DUTIES**

* To provide good quality and safe care for children including meeting individual needs, supervision of activities and outings, provision of refreshments and the safe collection and delivery of children as necessary.
* To ensure that the Out of School Club provision reflects the overall philosophy of the school.
* To carry out day to day administration, record keeping, ordering and purchasing of materials and equipment, with regards to school finance policy.
* To help distribute breakfast to the children and escort them into school.
* To plan and provide good quality, creative, appropriate play opportunities in a safe child-centred environment.
* To provide support and a safe, secure environment for children with additional needs, i.e. autism, ADHD or a physical disability, after appropriate training.
* To support the development of the club, including striving to achieve any necessary standards/awards.
* To administer first aid as requested, after appropriate training.
* To ensure that the premises and equipment are kept clean and in a safe condition. Also ensuring that these checks are evidenced weekly.
* To carry out risk assessments for environment, any relevant activities and any trips and visits off site.
* To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework.
* To liaise with the school office with regards to registers, fees and money collection.
* To lead by example by having positive relationships with parents.
* To participate in the school performance management cycle and attend any training relevant to the post.
* To carry out other duties as may be reasonably be required by the scope and nature of the post
* The post is subject to an enhanced disclosure from the Criminal Records Bureau.
* **Customer Care-** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with the customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
* **DEVELOP ONESELF AND OTHERS-** To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
* **VALUING DIVERSITY-** To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Date Job Description prepared April 2018**

**Job Description prepared by Nadine Barnes, School Business Manager**