**BLACKROD PRIMARY SCHOOL**



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| **Department** | **CH Schools** |
| **Job Title** | **Before and After School Club ( All Stars) Manager** |
| **Grade** | **Grade 5** |
| **Primary Purpose of the Job** | To be responsible for the provision of Out of School services for school age children |
| **Responsible to** | Head Teacher, All Stars Lead |
| **Principal Responsibilities** | * The provision of high quality play opportunities in a safe environment;
* The day-to-day management of the club’s staff and resources; and
* In consultation with the Governors,Head Teacher and All Stars Lead, the production, implementation and monitoring of necessary policies and development plans;
* Supplying the Governing Body with a termly report describing the club’s activities.
* To support Blackrod School Values
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| **Main Duties** |
| 1. | To provide support and a safe and secure environment for all children including those with additional requirements e.g. disabled children |
| 2. | To take all steps necessary in order to ensure the safety and well-being of the children and members of staff for whom you are responsible |
| 3. | In collaboration with colleagues, to plan and provide a high quality, safe play and care environment for children during club hours. |
| 4. | Arrange for the preparation and provision of healthy snacks to children who attend the club having due regard to appropriate Health and Hygiene and Health and Safety regulations. |
| 5. | To meet legal requirements of the EYFS framework and the requirements of the Childcare Register. |
| 6. | In collaboration with the Head Teacher, All Stars Lead and Governors, prepare, implement and review a range of policies as they apply to the club and as legally required. |
| 7. | To ensure that all colleagues, children and parents are fully informed with regard to all policies and their implementation. |
| 8. | To establish good relationships with the parents of children who attend the club |
| 9. | To prepare an annual development plan |
| 10. | To direct, supervise and monitor the work carried out by the members of staff for whom you are responsible. |
| 11. | To carry out day to day administration, record keeping, ordering and purchasing of materials and equipment and stock control. |
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| 12. | To work closely with members of the school’s staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club. |
| 13. | To take responsibility for appropriate parts of the school’s premises during club activities and work closely with the school’s site manager. |
| 14. | To promote the club at school events for example during ‘new intake’ parents’ meetings |
| 15. | To ensure that high quality promotional materials and administration documents are available to school staff at all times. |
| 16. | To promote the club in the local community. |
| 17. | To prepare and present a termly report to the Head Teacher outlining the progress of the club in relation to its development plan. |
| 18. | To prepare and present an annual report, outlining the progress of the club in relation to its development plan to the Governors. |
| 19. | To carry out further duties; which may be deemed necessary and appropriate to the post, by the All Stars Lead, Head Teacher and Governors. |
| 20. | To carry out all of the above duties with full regard of and commitment to equal opportunities. |
| 21. | To take part in continuing professional development. |
| **Date Job Description prepared/updated** | January 2019 |
| **Job Description prepared by:****Senior Leadership Team** |  |

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| **Job Title** | **Before and After School Club (‘All Stars’) Manager** |

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| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
|  | **Skills and Knowledge** |
| 1. | Understanding of child development and the importance of play | Application / Interview |
| 2. | Ability to provide and facilitate a range of appropriate and creative play and care activities in a safe and stimulating environment | Application / Interview |
| 3. | Ability to respond to and meet children’s individual needs | Application / Interview |
| 4. | Ability to build positive relationships and communicate with children and adults | Application / Interview |
| 5. | Understand current legislation and quality practice with regard to Out of School Care Clubs | Application / Interview |
| 6. | Understanding of Safeguarding protocols and ability to ensure that these are being met | Application / Interview |
| 7. | Ability to respond calmly to challenging situations | Application / Interview |
| 8. | Ability to manage colleagues sensitively and effectively | Application / Interview |
| 9. | Ability to produce and present reports (written and oral) to a variety of audiences for a variety of purposes | Application / Interview |
| 10. | Ability to promote the club within the local and wider community | Application / Interview |
| 11. | Ability to work individually and collaboratively and prioritise work effectively | Application / Interview |
| 12. | Willingness to work with children with special education needs | Application / Interview |
| 13. | Willingness to undertake appropriate training as necessary | Application / Interview |
| 14. | Knowledge of EYFS, undertaking observations and liaising with reception class teachers | Application / Interview |

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|  | **Organisational Competencies** |  |
| 1. | **Developing Self and Others** - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example | Application / Interview |
| 2. | **Promoting equality and diversity –** Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough. Listen to contributions made to service development without prejudice. Challenge behaviours and processes which do not support the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations, while being prepared to accept feedback about own behaviour. | Application / Interview |
| 3. | **Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users | Application / Interview |

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|  **Experience/Qualifications/Training etc** |
| 1. | Childcare Level 3 National Vocation Qualification, or equivalent. | Application |
| 2. | Minimum two years successful experience in a childcare setting. | Application / Interview / References |

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|  **Work Related Circumstances** |
| 1. | A policy of no smoking will apply. | Interview |
| 2. | The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk | Interview |
| 3. | Flexible attitude to the role, including availability to work additional hours | Interview |
| Note to Applicants**Please try to show in your application form, how best you meet these requirements.** |

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| **Date Person Specification prepared:** | September 2017 |
| **Person Specification prepared by:** | Senior Leadership Team |