# JOB DESCRIPTION

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| Post Title: Out of School Club Manager  |
| Department: Children’s Services | Establishment/Post No:  |
| Division/Section: | Post Grade: 8? |
| Location: Summerseat Methodist Primary School | Post Hours: 20 per week  |
| Special Conditions of Service:**Enhanced CRB disclosure required.** |
| Purpose and Objectives of Post:**To work under the guidance of the Headteacher to provide out of school care and play activities for children whilst supporting the ethos of the school.**  |
| Accountable to: **Headteacher****Governing Body** |
| Immediately Responsible to: **Headteacher** |
| Immediately Responsible for:**Extended Services Staff**  |
| Relationships: (Internal and External) – AS APROPRIATE**Governing Body****Head Teacher****Teachers****Support Staff****Pupils****Parents** |
| Control of Resources: - AS APPROPRIATE |
| Duties/Responsibilities:* **To develop a seamless delivery of before and after school activities.**
* **To ensure that all play leaders work to secure the safety, welfare and good conduct of the children attending activities provided.**
* **To prepare the accounts, accept payments and prepare funds received for banking.**
* **To control and be accountable for an agreed budget keeping the Head Teacher informed of planned expenditure through regular meetings.**
* **To prepare quarterly reports for the Head Teacher and Governing Body detailing expenditure and income.**
* **To assist in the recruitment of extended services delivery staff including induction and training.**
* **To ensure that all agreed policies and procedures are understood and followed by staff.**
* **To be responsible for the preparation of staff rotas and organise cover as necessary, liaising with the Headteacher.**
* **To ensure that all Health and Safety regulations are met including food hygiene.**
* **To liaise with parents appropriately ensuring that they understand and are informed about the policies and procedures affecting the organisation of sessions.**
* **To order and purchase appropriate resources for use within extended services sessions.**
* **To oversee the organisation and storage of resources.**
* **To order and purchase the appropriate ingredients to prepare healthy snacks for children.**
* **To ensure that areas used are left clean and tidy at the end of each session.**
* **To inform the Headteacher regarding any accidents or incidents.**
* **To report all accidents and incidents to the designated member of staff as required.**
* **To ensure that registration and signing out procedures are followed correctly.**
* **To ensure that children do not leave the designated areas in school without permission of the Session Manager or the Headteacher.**
* **To supervise the children in the preparation and eating of healthy snacks in the designated area, including tidying away.**
* **To lead and assist staff in the planning and preparation of appropriate play activities.**
* **To encourage the children to participate in planned activities and become involved in playing alongside other children as necessary.**
* **To assist in the setting up any tidying away of play equipment at the end of the session.**
* **To supervise children appropriately at all times in the designated areas including corridors and toilet facilities.**
* **To be aware of all emergency procedures e.g. fire drill and knowledge of what action to take.**
* **Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.**
* **Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.**
* **Contribute to the schools ethos, aim and development.**
* **Appreciate and support the role of other professionals.**
* **Attend relevant meetings as required.**
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| **Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)** |
| Job Description prepared by: | Sign: | Date: |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.