# 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.** | | | |
| **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.