

# Our Lady of Peace Catholic Primary and Nursery School

‘With Chris in our Hearts, together we grow’

## JOB DESCRIPTION – OUT OF SCHOOL CLUB MANAGER

### Purpose:

To be responsible for the development and daily management of the Breakfast & Afterschool Club, providing a safe and caring environment in line with relevant national standards and guidance, where children can enjoy a range of enriched play, learning and leisure activities, guided by our Christian values.

To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children, building links and working in partnership with parents, carers and professionals to promote the wellbeing of the children.

The Breakfast Club runs from 7:30 a.m. – 8:45 a.m.

The Afterschool Club runs from 3:10 p.m. – 6:00 p.m.

### Job Purpose:

- To undertake the daily management of the Club, supervising staff and rotas, any parents/carers and volunteers, participate in their selection, ensure appropriate
- To identify any potential child protection issues related to specific children or the overall running of the Club, liaising with the school's Designated Safeguarding Lead and other professional as appropriate in order to safeguard and promote the welfare of children.
- To develop and maintain good communication with all staff, governing body, parents and with the wider community.

### Work Context:

The Club Manager has the responsibility of ensuring that the Club runs smoothly and that the staff will be directed in an organised and consistent way. The safe and happy play environment of the Club depends on the management skills of the Club Manager. The Club Manager will be expected to direct and supervise the Club staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

The post holder must have an extensive understanding of the relevant national standards and guidance for Extended School Provision. An awareness of child protection issues and procedures is essential.

The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to professionals, parents and other stakeholders.

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## **Main Duties & Responsibilities:**

### **Delivering Provision:**

- To lead the day to day management and organisation of the Club.
- To provide line management to a team of play workers, directing the work of staff based at the Club, supervising their activities and inducting new staff members.
- Work alongside whilst leading and motivating staff to deliver and provide quality care play opportunities and development activities in a nurturing and safe environment.
- Assist with the setting up and clearing away of Club equipment.
- Liaise with the school regarding the needs of the children who attend the Club
- To liaise with the parents and professional organisations to encourage involvement and support for the Club.

### **Management & Administration:**

- Uphold, implement and regularly review all policies and procedures.
- Maintain all records relating to the management of the Club ensuring confidentiality and data protection; such as registers, bookings, invoicing and all financial matters including an accurate record of accounts.
- Take responsibility for the Health & Safety, accident prevention and safeguarding of children and staff.
- Take on the role of Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded.
- Liaise with the School Business Manager regarding ordering resources and rigid financial control, ensuring the Club remains within budget.
- Purchase and monitor food and other related supplies.
- Be responsible for the staffing and staff attendance for the Club.
- Effectively manage the occupancy levels of the Club: managing the waiting list and offering places. Promoting and marketing to maintain effective occupancy.
- Develop professional working relationships with the school, parents and all relevant professionals authorities.
- Monitor and evaluate and constantly improve the quality of the service.
- To ensure that professional standards of food hygiene are maintained with preparation of breakfast and light tea; including completion of the appropriate risk assessments and record keeping for hazards and accidents.
- Ensure effective recruitment and induction and professional development of staff
- Take responsibility for personal professional development, including attending any relevant meetings to keep abreast of all current practices relating to extended child care.
- To carry out other duties which enhance and promote the effective running of the Club, including regular meetings with the Senior Management Team