|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JOB DESCRIPTION | | | | | | | | |
|  |  | | | | | | | |
| **Job Title:** | | Before School Club Manager | | | **Job No:** | |  | |
|  |  | | | | | | | |
| **Grade:** | | GR3 | | | **Division:** | |  | |
|  |  | | | | | | | |
| **No of Posts:** | | 1 | | | **Section:** | |  | |
|  |  | | | | | | | |
| **1.0** | **JOB PURPOSE:** | | | | | | | |
|  |  | | | | | | | |
|  | **1.1** | To lead and be responsible for day to day management of before school care, providing care and play opportunities in a safe and secure environment | | | | | | |
| **2.0** | **DUTIES AND RESPONSIBILITIES:** | | | | | | | |
|  | **2.1** | To lead the day to day management and organisation of the Before School club within the agreed Local Authority and Inspection standards, policies and procedures | | | | | | |
|  | **2.2** | To ensure and provide care, play opportunities and activities in a safe and secure environment, with regard to the individual needs of children | | | | | | |
|  | **2.3** | To ensure and provide full care for children, including the provision of snacks to those children who require it | | | | | | |
|  | **2.4** | To manage and lead a team of staff to deliver high quality creative play opportunities in a safe and caring environment | | | | | | |
|  | **2.5** | To be responsible for the day to day administration, record keeping, ordering and purchasing of equipment, supplies and resources | | | | | | |
|  | **2.6** | To be responsible for administering bookings and fees | | | | | | |
|  | **2.7** | To assist in managing agreed budgets | | | | | | |
|  | **2.8** | To be responsible for setting up and clearing away at the beginning and end of each session | | | | | | |
|  | **2.9** | To liaise with parents, school and other agencies as appropriate and encourage parental involvement and support of the club | | | | | | |
|  | **2.10** | To be responsible for the planning and development of the club, in line with the Governors requirements as requested | | | | | | |
|  | **2.11** | To ensure quality assurance and to attend team and Governors meetings as requested | | | | | | |
|  | **2.12** | To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises | | | | | | |
|  | **2.13** | To provide equality of opportunity to all within the out of school club environment, including children, staff and parents | | | | | | |
|  | **2.14** | To ensure confidentiality of any information received and work with the remit of the Data Protection Act | | | | | | |
|  | **2.15** | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. | | | | | | |
|  | **2.16** | To ensure all tasks are carried out with due regard to Health and Safety | | | | | | |
|  | **2.17** | To undertake appropriate professional development including adhering to the principle of performance management. | | | | | | |
|  | **2.18** | To adhere to the ethos of the school | | | | | | |
|  |  | **2.18.1** | To promote the agreed vision and aims of the school | | | | | |
|  |  | **2.18.2** | To set an example of personal integrity and professionalism | | | | | |
|  |  | **2.18.3** | Attendance at appropriate staff meetings and parents evenings | | | | | |
|  | **2.19** | Any other duties as commensurate within the grade in order to ensure the smooth running of the school  **2.20** To liaise with the manager of the after school club to ensure common goals are achieved. | | | | | | |
|  | **OBSERVANCE OF THE CITY COUNCIL’S**  **EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** | | | | | | | |
| **3.0** | **SUPERVISION RECEIVED**: | | | | | | | |
|  |  | | | | | | | |
|  | **4.1** | **Supervising Officer’s Job Title:** | | | [Paul Sansom] | | | |
|  |  |  | | | | | | |
|  | **4.2** | LEVEL OF SUPERVISION | | | | | | |
|  |  | ~~1. Regularly supervised with work checked by supervisor~~ | | | | | | |
|  |  | 2. Left to work within established guidelines subject to scrutiny by supervisor | | | | | | |
|  |  | ~~3. Plan own work to ensure the meeting of defined objectives~~ | | | | | | |
|  |  |  | | | | | | |
|  |  | | | | | | | |
| **4.0** | **SUPERVISION GIVEN**: (excludes those who are **indirectly** supervised ie through others) | | | | | | | |
|  |  | | | | | | | |
|  | **Post Title** | | | **Grade** | | **No of Posts** | | **Level of**  **Supervision**  **(as in 3.2**  **above)** |
|  | Playworkers | | | 1 | | 3 | | 1 |
|  |  | | |  | |  | |  |
|  | * Use 1, 2 or 3 as in 3.2 | | | | | | | |
| **5.0** | **SPECIAL CONDITIONS:** | | | | | | | |
|  | **5.1** |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PERSON SPECIFICATION** | | | |
|  | |  |  |  |
| **Job Title:** | | Before School Manager | **Job No:** |  |
|  |  | | | |
| **Grade: 3** | |  | **Division:** |  |
|  |  | | | |
| **No of Post:** | | 1 | **Section:** |  |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Previous successful experience of working in a before or after school provision, playscheme or childcare facility  Experience of leading teams  Experience of creating activity programmes covering a range of themes  Interest in the care, learning and development of children  Enthusiasm for consulting with children  Recognised childcare qualification (NVQ L3 in playwork/childcare etc)  A positive approach to inclusive practice and successful experience of working with children with different needs (e.g. behaviour, SEND) | I/AF |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Ability to work in a team  Excellent communication with children and adults  Punctual, trustworthy, reliable, enthusiastic  Understanding of health and safety  Ability to keep accurate records of attendance  Relevant book keeping and cash handling skills  Ability to create, deliver, monitor and evaluate policies  Ability to work with existing policies where necessary  Ability to manage a range of behaviour through positive praise and reward | I |
| **TRAINING** | Safeguarding training | AF/I |
| **EDUCATION/** **QUALIFICATIONS** NB Full regard must be paid to overseas qualifications | First Aid qualification desirable  Food Hygiene certificate desirable  Team Teach training desirable | AF |
| **OTHER** |  |  |
| **CONTRA INDICATION** |  |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_