



## Breakfast Club & After School Club Manager

### Job Description

**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.

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. (staffed from 7:15 a.m. – 9:00 a.m. for setting up and tidying away)

The Afterschool Club runs from 3:30 p.m. – 6:00 p.m. (staffed from 3:15 p.m. – 6:00 p.m. for setting up and tidying away)

### 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 induction and training to ensure they are aware of their duties, maintain high standards throughout the Club, ensure the health, safeguarding and welfare of the children and implement activities in line with relevant national standards and guidance.
- To plan and develop appropriate activities to ensure that relevant national standards and guidance are met at all times and a key role in suitably equipping the Club in order to support children's physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds.
- To develop and regular review a set of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the Club.
- To develop, implement and monitor an Operational Plan, explaining how the setting runs and how the resources are used to meet the needs of the children. To oversee administration and financial procedures, record keeping, ordering and purchasing in accordance with club systems. To keep up to date, and ensure the Club complies, with relevant new legislation, procedures and requirements, including hygiene and health and safety regulations.
- To market the Club, monitor the number of places being used and how the resources (staff, premises and equipment) are utilised to ensure that the Club is sustainable and runs in the most efficient and effective manner.
- 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.

**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 and bookings.
- Take responsibility for the Health & Safety, accident prevention and safeguarding of children and staff.
- Liaise with the School Office Manager regarding ordering resources and rigid financial control, ensuring the Club remains within budget.
- Purchase and monitor food and other related supplies.
- 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.
- To carry out other duties which enhance and promote the effective running of the Club, including regular meetings with the School Office Manager.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## PERSON SPECIFICATION

<b>You will need to be:</b>		
You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as an ability to lead and motivate a range of staff.		
<b>Qualification and other required skills</b>	<b>Essential</b>	<b>Desirable</b>
NVQ level 3 in Child Care/Play work or equivalent	X	
Excellent communication skills	X	
Recent experience of working with children age 4-11	X	
Relevant supervisory/management experience with good organisational skills	X	
Firm understanding of safeguarding	X	
Good knowledge and understanding of equal opportunities and special educational needs	X	
First Aid qualification		X
Food Hygiene qualification		X
Experience of administration systems		X
Competent in using computer systems including email Microsoft Word and Excel	X	
Good command of English Language	X	

**Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.**

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.