

Job Description

Job Title:	Extended Services Manager for Breakfast and After School Clubs	School Name:	Hollydale Primary School
Grade and Range:	Grade 6 sp 9-19	Hours:	Breakfast Club 5 hours per week and ASC 15 hours per week – Monday to Friday – (36 hours per week FTE)
Reports to:	Headteacher/Senior Leadership Team	Working Pattern:	Term Time only 39 weeks per year
		Supervises:	Playworkers, including casual and seasonal staff as appropriate and Children.
Purpose and context:	Managing and overseeing the day to day efficient operation of the breakfast and After School Clubs through the management of staff, premises and equipment, collection of fees and liaison with other Playworkers to provide interesting, educational, complementary activities and sharing skills		

Principle Accountabilities:

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required.

- Supervise Playworkers at the club including permanent, work experience, casual and seasonal staff. Responsibility will include involvement in selection, discipline, training and development of staff and ensuring as far as possible a range of sport, game and craft skills.
- Ensuring that the programme of activities is interesting to the children and young people using the facilities by developing, planning, costing and leading appropriate on site activities and identifying and accommodating changes needs.
- Assisting in the provision of a variety of appropriate learning opportunities for children and young people some of whom may require special attention and /or will have come from various racial, cultural and religious backgrounds.
- Maximising the educational value of the activities by planning, evaluating activities and by liaising with play professionals and development of appropriate activities.
- Ensuring the safety and well being of centre users through checking and maintaining play equipment, undertaking first line child protection measures and undertaking activities appropriate to the users at any given time.
- Ensuring that the club is accountable through the maintenance of agreed records including registers, contacts, doctors, accident books, financial transactions etc.
- Taking a lead role in the implementation and monitoring of new initiatives ensuring that where necessary staff are availed of the necessary up skilling to enable the service to adapt to change and function efficiently
- Monitoring premises in terms of health and safety, to ensure it is in good repair reporting defects to the school staff and ensuring that high levels of security are maintained.

- Monitoring the play equipment to ensure the appropriate health and safety standards in terms of construction, repair and suitability for the users.
- Operating as the lead officer at the club including making recommendations for change and development to the service.
- Developing planned programmes of activities for term times, varying these to suit the age and preferences of users. Ensure that the activities are suitable for children who may need special attention and/or come from various racial, cultural and religious backgrounds. Where this includes off site visits, obtaining the appropriate consent documentation and identifying special medical or other needs.
- Developing activities to ensure that they have value in terms of supporting the National Curriculum, encouraging development of social skills and appropriate behaviours. Involving children in the selection of activities.
- Liaising with other play work staff to share activities and skills and widen the range of activities available to the clubs.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Preparing for activities.
- Effectively dealing with enquiries and complaints from parents in a timely and efficient manner.
- Purchase, within budget, materials, resources and tuck ensuring value for money.
- Keeping local records appropriate to the service.
- Ensuring that parent, carers and other visitors are made to feel welcome on visiting the Breakfast and After School Clubs and that they receive appropriate information and advice.
- Contributing to the accountability of the Breakfast and After School Clubs in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Breakfast and After School Club / Breakfast Club Manager or Headteacher.
- Assist in maintaining contacts with teachers, parents and users of After School Club / Breakfast Clubs of existing services, to design or tailor additional services to resolve problems.
- Ensure children eat a healthy breakfast / after school snack, taking due care with food allergies and communicating with parents.
- Assist with the preparation of food in line with hygiene standards and health and safety.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate. ▪ Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service. ▪ Undertake first line child protection measures, reporting areas of concern to the Breakfast and After School Club / Breakfast Club Manager or Headteacher. ▪ Assist in maintaining contacts with teachers, parents and users of After School Club / Breakfast Clubs of existing services, to design or tailor additional services to resolve problems. ▪ Ensure children eat a healthy breakfast / after school snack, taking due care with food allergies and communicating with parents. ▪ Assist with the preparation of food in line with hygiene standards and health and safety. ▪ To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy. ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	After School Club Manager – Grade 6	School Name:	Hollydale Primary School
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<p>NVQ level 3 in Playwork, Childcare or equivalent (this is a legal requirement).</p> <p>Knowledge of the needs of children and young people and how they can be met</p> <p>Knowledge of appropriate play activities e.g., sports, games, crafts, and practical experience of some of these activities</p> <p>Understanding of legislation and associated procedures and how they relate to the service e.g., health and safety, child protection</p> <p>Understanding relevant administration procedures including children registration requirements</p> <p>Understanding of procedures relating to cash handling and recording</p> <p>Understanding equal opportunities issues and practices relating to the aims and objectives of providing an efficient after school club service.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<p>Demonstrable experience in providing a customer orientated play service in either a paid or voluntary capacity in, for example, play ground , junior playrooms, play centres or an equivalent play setting and including :</p> <p>Experience of efficiently supervising of staff and getting them to work as a team</p> <p>Experience of planning, delegating and prioritising workloads</p> <p>Strong experience of administrative processes</p> <p>Experience of keeping accurate records, writing reports and non-standard documents</p>	E	
	<p>Ability to supervise, motivate and develop permanent and casual staff into an efficient team</p> <p>Flexibility in the organisation and planning of workloads to take account of changing priorities and circumstances.</p> <p>Ability to effectively lead a team, sharing knowledge to support the less experienced.</p> <p>Ability to lead on the development and improvement of a customer orientated service</p> <p>Ability to produce non-standard reports / letters</p> <p>Aptitude for the preparation and analysis of relevant statistical information including undertaking basic calculations</p> <p>Skilled in maintaining accurate records.</p> <p>Ability to observe, record and present timely child protection reports (with training)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills. ▪ Ability to deal with parent complaints in a calm and efficient manner and relate well to all stakeholders. ▪ Ability to administer first aid and understand first line child protection with training. 	E E
Special conditions:	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. Must be able to work at any school or club location in Southwark to meet the needs of the service. ▪ Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people. 	E E E E E E E E E