

The Whartons Primary School After school Club (WASC)

Job Description

Job Title: After School Club Manager

Salary: £14,697 20 hours a week term time only (including 5 weeks holiday pay)

Purpose of the role:

To lead and be responsible for the day to day organisation of the after school club (WASC) at The Whartons Primary School. To ensure high standards of care and play for children from ages 4-11 in a safe and secure environment.

Main Duties and responsibilities:

Delivery of out of school hours care provision

- To lead the day to day set-up, management and organisation of the out of school hours care provision
- To line manage a team of play workers, directing the work of the staff and supervising their activities
- To lead and motivate staff to deliver high quality creative play opportunities in a safe and caring environment, with regard to the individual development needs of the children.
- To liaise with the school where necessary with regard to the needs of the children who attend the out of school hours care provision
- To liaise with parents and to encourage parental involvement and support for the out of school hours care provision

Management and Administration

- Uphold, implement and contribute to regular review of all policies and procedures in partnership with the staff team, committee and the Senior Leadership Team
- Maintain all records relating to the administration of the club ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the Committee Finance Secretary and school Finance manager to ensure financial control of the budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required
- Maintain records of staff attendances, holidays, checking and authorising any overtime pay claims and managing staff absences and lateness
- To effectively manage the day to day occupancy levels of the out of school hours care provision and work alongside the Committee and school SLT in promoting and marketing the provision to maintain occupancy
- Develop and maintain professional working relationships with school staff, all relevant professionals and authorities including the local authority and training providers.
- Work within the EYFS Statutory Framework to deliver provision in accordance with the relevant regulations.
- Attend regular meetings with the Committee to discuss ongoing issues, staff etc. and prepare reports as required.
- Maintain high level of communication with the Committee members and school Senior Leadership Team as required.
- To ensure that high standards of safety and hygiene are maintained throughout the provision, including the completion of appropriate risk assessments and recording and reporting of hazards, incidents and accidents.
- To ensure that all staff work within the policies and guidance and procedures of the WASC policies.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's/WASC child protection procedures
- To carry out any other duties which will be seen to enhance the work of the out of school hours care provision

- To lease with Ofsted and follow Ofsted guide lines
- Work with staff committee and school to prepare and lead on Ofsted inspections.

Staffing

- To contribute to recruitment and induction of out of school hours care staff is carried out in accordance with the WASC recruitment policy and staff handbook
- To be responsible for staff appraisal and work with the Committee to identify the required training to meet core and additional training needs
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary core training and attending local cluster meetings to keep up to date with all current issues relating to providing before and after school care
- To lead and motivate staff to deliver high quality creative play opportunities in a safe and caring environment, with regard to the individual development needs of the children.
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Any Special Conditions of Service:

Term time working.

There may be a need to occasionally work outside of the contracted hours.

No smoking policy.

This ASC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The appointment will be subject to a satisfactory Occupational Health check and a satisfactory enhanced Disclosure and Barring Service check.

The Whartons Primary School

Person Specific – Out of School Hours Care Manager

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Good numeracy, literacy and ICT skills Ability to relate well to children and adults Ability to work constructively as part of a team Good organisation skills Good management skills	Application form and selection process Application form and selection process Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Knowledge of the resource and activity requirements for children aged 4-11 Working with or caring for children of relevant age Understanding roles and responsibilities and your own position within these. Knowledge of the EYFS Statutory Framework regulations governing out of school care provision for EYFS children.	Application form and selection process Application form and selection process Application form and selection process Application form and selection process	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form and selection process
QUALIFICATIONS/ TRAINING NVQ Level 3 in Child Care/Play Work or equivalent Participate in development and training opportunities	Application form and selection process Application form and selection process	Food hygiene qualification Paediatric first aid certificate Designated safeguarding lead trained	Application form and Certificate Application form and Certificate Application form and Certificate
OTHER CONDITIONS	Enhanced DBS clearance		

