

# Job Profile

## Out of Schools Club Manager

### Grade 6 SCP 14-20



<b>Job purpose:</b>	To manage high quality out of school provision for children aged to 3 - 11 years in line with current legislation and within the framework of the club's policies and procedures.
<b>Reporting to:</b>	Epworth Trust Operations Manager
<b>Responsible for - Staff</b>	Supervision of Deputy and playworkers
<b>Liaising with:</b>	Children, parents/carers, school
<b>Grade of post:</b>	G6
<b>Disclosure level:</b>	Enhanced
<b>Hours</b>	17.5 hours to cover 4 mornings and 4 afternoons inc 2hrs admin time.

#### Key Responsibilities

- Planning, preparing and delivering quality play opportunities within an appropriate safe and caring learning environment.
- Establishing positive and professional relationships with children, interacting with them according to their individual needs, promoting inclusion and acceptance.
- Working with the school to provide a safe, calm and well-ordered environment for all children, focused on safeguarding pupils and developing their exemplary behaviour within the out of school provision.
- Monitor children's responses to learning activities, record progress and achievement and update records.
- To co-ordinate and manage and experienced team within the setting to ensure:
  - personal care and hygiene needs are responded to
  - equipment and materials are prepared for planned activities
  - healthy snack food is ordered and prepared whilst ensuring that hygiene, health and safety standards are met
  - children are safeguarded at all times
  - a seamless delivery of before and after school activities is implemented

#### Team Management

The Out of School's Manager will:

- lead on all staffing issues, including the appointment and development of staff.
- ensure a culture of working together to achieve high standards throughout.
- maintain confidentiality and professional conduct.
- manage performance and ensuring that staff receive appropriate support in order to achieve high standards. This will include carrying out regular staff reviews through the appraisal process.
- motivate and enable all staff in the setting to carry out their respective roles to the highest standard, through leading and managing high quality continuing professional development based on assessment of needs.
- create a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best.
- prepare and review staff rotas in line with pupil numbers and cohorts and organise cover as necessary.
- hold regular staff meetings to promote teamworking and good communication.
- organise the appropriate delegation of tasks to staff members and monitor and review the processes.
- lead by example
- promote equality and fairness for all staff.

### **Relationships**

- To work in partnership with parent/carers, school staff and other professionals
- To attend and participate in meetings with parents/carers, managers and other staff.
- Working with the school to co-ordinate and support intervention strategies and packages for vulnerable and SEND pupils within the out of school provision.
- Ensuring EYFS children's progress is recorded where possible to assist in their development in line with the EYFS framework.

### **Administration**

- To ensure all out of school policies and procedures are reviewed and kept up to date.
- To ensure accurate records are kept re. childrens' contracts, attendance, fee management, ordering and purchasing of relevant stocks, and working within an agreed budget.
- To carry out regular surveys and newsletters to improve the services offered by the setting.

### **Health and Safety**

- To be the Designated Safeguarding Lead, reporting any concerns to the Senior management and to complete all necessary paperwork as necessary as well as ensuring safeguarding training is up to date.
- To administer first aid as required
- To be aware of all emergency procedures e.g. fire drill and knowledge of what action to take
- In cases of absence, on request to unlock the school and ensure its safe for staff and children to attend by opening all fire exits
- To undertake Health and Safety Training within your area of work.

### **Other Specific Duties**

- To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and the EYFS framework
- To continue personal development by completing appropriate and relevant training.
- To participate in the staff review and professional learning review process.

## Out of School Club Manager Person Specification / Selection Criteria

<b>A. Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with children, young people and families in a formal childcare setting.	E		A, I, R
Experience of staff recruitment and staff supervision, including induction and rota planning	E		A, I
Experience of financial monitoring		D	A, I
Experience of planning and assessing children's progress in accordance with the EYFS		D	A, I
Experience of working with ofsted during the inspection process		D	A, I

<b>B. Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ level 3 in play work/childcare/ or equivalent teaching assistant qualification	E		A, I
2 GCSE's A-C or equivalent preferably in English Language and Mathematics	E		A, I,
Commitment to undertake further relevant training	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

<b>C. Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of current Government legislation relating to early years and childcare.	E		A, I
Knowledge of relevant legislation, current policies and codes of practice	E		A, I
Knowledge and understanding of equality and diversity	E		A, I
Knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection	E		A, I
Understanding of child development and learning	E		A, I
Understanding of Health and Safety	E		A, I

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

<b>D. Personal Skills, Abilities and Competencies</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to communicate with and relate well to children and adults	E		A, I
Ability to have challenging conversations	E		A, I
Ability to liaise and work with outside agencies		D	A, I
Effective record keeping and report writing skills		D	A, I
Ability to facilitate meetings	E		
Ability to supervise staff	E		
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to use IT to support learning	E		A, I

<b>E. Legal Issues</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I