



Crawford Village Primary School & Nursery

After School Club Manager **Job Description**

Job summary:

Day to day management of the After School Club.

Provide quality play-care within the framework of the club's policies and procedures

Line manager: Headteacher

Working relationships: Children attending the club and their parents or carers

Main duties include:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including registering them into the club and delivering them safely to parents/carers.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Setting up the play space.
- Consulting with children and involving them in planning activities.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures, and the Early Years Foundation Stage.