

## Lancashire County Council

JOB OUTLINE	
JOB TITLE:	Out of School Club Manager 2
GRADE:	Grade 5
LOCATION:	
RESPONSIBLE TO:	
STAFF RESPONSIBLE FOR:	
JOB PURPOSE:	<b>The main objectives to be achieved by the Post holder</b>
<p>To create a stimulating, high quality play opportunities within a safe and caring environment. To be responsible for co-ordinating and organising:</p> <ul style="list-style-type: none"> <li>• Planning, development and review of activities within the provision,</li> <li>• Leading the out of school club team,</li> <li>• Administrative and financial/budget monitoring systems,</li> </ul> <p>The Post-holder would be the Club Manager of a larger Club setting.</p>	
MAIN ACTIVITIES	<b>What the Post holder will actually do What prescribed duties the post holder will have</b>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post</b></p> <ul style="list-style-type: none"> <li>– To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment</li> <li>– To be responsible for implementing Safeguarding and Health and Safety policies and procedures</li> <li>– To ensure the EYFS requirements are met</li> <li>– To liaise with parents to enable the effective operation of the Club</li> <li>– To lead the development of policies and procedures</li> <li>– To manage Club staff and volunteers, taking responsibility for recruitment, induction, allocation of work and training and supervision</li> <li>– To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete</li> <li>– To administer basic/paediatric first aid where appropriately trained.</li> <li>– To assist in the specific medical/care needs of pupils when specific training has been undertaken</li> <li>– To maintain registers of attendance/absence and other child records</li> <li>– To undertake administrative tasks, including billing and credit control</li> <li>– To undertake all clerical and financial administrative tasks for the Club, including managing petty cash, postage, banking, budget reconciliation</li> <li>– To undertake budget planning and monitoring for the Club, and provide regular budget reports to school management.</li> <li>– To assist in Club marketing and promotion.</li> <li>– Contributing to the planning, development and delivery of the Club.</li> </ul>	
<ul style="list-style-type: none"> <li>– Maintaining stock and ordering supplies, including the processing of orders, checking of deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.</li> <li>– To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis</li> <li>– To ensure confidentiality is maintained where appropriate.</li> </ul>	

<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
<b>Agreed by:</b>	

# Employee Specification Form

Title of Post Out of School Club Manager 2

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p><b>Qualifications</b></p> <p>Relevant Child Care qualification (or equivalent)</p>	E	
<p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age Experience of undertaking administrative tasks Experience of undertaking financial duties Experience of managing staff</p>	E E D D	
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children Ability to keep records and undertake necessary administration Ability to work as part of a team Ability to manage resources within the Club budget Ability to monitor budgets and produce statistical reports Good communication skills (oral and written) Good numeracy and literacy skills Ability to maintain confidentiality Basic knowledge of First Aid Ability to make effective use of ICT (e.g. Word, Excel) Flexible attitude to work Knowledge of safeguarding requirements Knowledge of Early Years Foundation Stage</p>	E E E E D E E E E E D D D	
<p><b>Other</b></p> <p>Commitment to Equality and Diversity Commitment to Health and Safety Satisfactory attendance record/commitment to regular attendance at work</p>	E E E	
<p><b>Special Requirements</b></p>		