**Lancashire County Council**

**Combined Role Profile**

**Grade Profile – Before and Afterschool Club manager (Grade 7)**

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| **POST** **TITLE:** | | Before and Afterschool Club Manager | |
| **GRADE:** | | Grade 7 | |
| **CAR USER:** | |  | |
| **LOCATION:** | | CLITHEROE PENDLE PRIMARY SCHOOL | |
| **RESPONSIBLE TO:** | | Designated Senior member of staff ( Assistant headteacher) .  This role will also involve working closely with the school bursar | |
| **STAFF RESPONSIBLE FOR:** | | N/A | |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | | | |
| To create high quality play opportunities within a safe and caring environment.  To provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs.  To ensure the EYFS requirements are met .  To manage the Before and Afterschool Club team.    To oversee preparation of snacks and ensure Food hygiene standards are met.  To complete administration tasks such as registers, timetabling, invoicing, emails etc.  The manager will also be a Designated Safeguarding Lead. | | | |
| **MAIN What the Postholder will actually do**  **ACTIVITIES** | | | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded playworker.**  - To plan daily/weekly activities meeting the varying ages and needs of children.  - To manage staff at the Before and Afterschool Club .  - To complete necessary administration activities in the role of manager – emails, registers, invoices, rotas etc  - To liaise regularly with the school bursar and the SLT .  - To communicate regularly and effectively with the staff in school.  - To plan and oversee snack routines ensuring children are provided with a healthy diet.  - To oversee preparation of food ensuring all Food Hygiene standards are met.  -To supervise and interact with children undertaking planned activities  − To support children in areas of personal hygiene, such as toileting, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines  − To assist in the development of independent social skills  − To assist the children in the proper use of specialist aids and equipment  − To administer basic/paediatric first aid where appropriately trained  − To assist in the specific medical/care needs of pupils when specific training has been undertaken  − To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc  − To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy conditionand reporting damages  − To communicate effectively with parents on a regular basis and report any information from parents as required  − To take care for their own and other people's health and safety  − To ensure confidentiality is maintained where appropriate  − To follow the safeguarding policies and procedures at all times   * To follow the school Behaviour Policy | | | |
| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** | |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

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

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

# Person Specification Form

**Post Title – Before and Afterschool Club Manager**

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| **Personal Attributes required (on the basis of the job description)** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications**    Recognised and relevant NVQ Level 3 qualification or equivalent.  NVQ level 4 qualification or equivalent  Level 2 or equivalent qualification in  English/Literacy and Mathematics/Numeracy | E  D    E | A  A  A |
| HLTA status | D | A |
| **Experience**    Experience of working with children  Experience of working in a school environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour  Staff management experience | E  E  D    D  D | A/I/R  A/I/R  A/I/R    A/I/R  A/I/R |
| **Knowledge/skills/abilities**    Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills  Knowledge of EYFS Curriculum  Ability to make effective use of ICT and office systems -Excel , ParentPay, Office 365  Ability to plan and deliver activities  Ability to organise, lead and motivate a team  Flexible and positive attitude to work | E  E  E  E  E  E  E  E  D  E  E  D  E    E  E  E | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R    A/I/R  A/ I/R  A/I/R |
| **Other**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people  Satisfactory attendance record/commitment to regular attendance at work | E  E    E | A/I/R  A/I/R    A/I/R |
| **Special Requirements**    Experience of working with young children but also the ability to work independently and efficiently completing administration type tasks. | E | A/I/R |