

# Lancashire County Council

JOB OUTLINE	
<b>JOB TITLE:</b>	Out of School Club Manager 1
<b>GRADE:</b>	Grade 4
<b>LOCATION:</b>	
<b>RESPONSIBLE TO:</b>	
<b>STAFF RESPONSIBLE FOR:</b>	
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Post holder</b>
<p>To create high quality play opportunities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To be responsible for delivery of activities within the provision, leading the out of school club team and general administrative/clerical/financial duties in the Club, but not management of the Club budget.</p> <p>The Post-holder may be the Club Manager of a smaller setting, or the Deputy Manager of a larger Club.</p>	
<b>MAIN ACTIVITIES</b>	<b>What the Post holder will actually do</b> <b>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 assist in the development of policies and procedures and lead the planning and preparation of a programme of activities</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 routine clerical and financial administration e.g. word processing, petty cash, postage, banking</li> <li>– To assist in Club marketing and promotion</li> <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 1

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)
<b>Qualifications</b>  Relevant Child Care qualification (or equivalent)	E	
<b>Experience</b>  Experience of working with or caring for children of relevant age Experience of undertaking administrative tasks Experience of managing staff	E E D	
<b>Knowledge/skills/abilities</b>  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 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	E  E E E E E E E E D D D	
<b>Other</b>  Commitment to Equality and Diversity Commitment to Health and Safety Satisfactory attendance record/commitment to regular attendance at work	E E E	
<b>Special Requirements</b>		