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| JOB OUTLINE |
| **job title:** | **Breakfast and After School Club Manager** |
| **grade:** | Grade 4 SCP 4-6 |
| **location:** | The Parish of St Laurence CE Primary School |
| **responsible to:** | Headteacher |
| **staff responsible for:** | Assistant  |
| **job purpose:** | **The main objectives to be achieved by the Post holder** |
| 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.The Post-holder may be the Club Manager of a smaller setting, or the Deputy Manager of a larger Club. |
| main activities | What the Post holder will actually do **What prescribed duties the post holder will have** |
| **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 Supervisor post*** To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment
* To be responsible for implementing Safeguarding and Health and Safety policies and procedures
* To ensure the EYFS requirements are met
* To liaise with parents to enable the effective operation of the Club
* To assist in the development of policies and procedures and lead the planning and preparation of a programme of activities
* To manage Club staff and volunteers, taking responsibility for induction, allocation of work and training and supervision
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| * To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete
* 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
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| * To maintain registers of attendance/absence and other child records
* To undertake routine clerical and financial administration e.g. word processing, petty cash, postage, banking
* To assist in Club marketing and promotion
* 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.
* To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
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| * To ensure confidentiality is maintained where appropriate.
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| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** |
| **Agreed by:** Emma Marquis (Headteacher) September 2025 |

**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

# Employee Specification Form

**Title of Post Out of School Club Supervisor**

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| **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)** |
| **Qualifications** |  |  |
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| Relevant Child Care qualification (or equivalent) | E | A I |
|  |  |  |
|  |  |  |
| **Experience** |  |  |
|  |  |  |
| Experience of working with or caring for children of relevant ageExperience of undertaking administrative tasks | EE | AIRAI |
| Experience of managing staff | D | AIR |
|  |  |  |
| **Knowledge/skills/abilities** |  |  |
|  |  |  |
| Ability to relate well to childrenAbility to keep records and undertake necessary administration | EE | AIR |
| Ability to work as part of a team | E | AIR |
| Ability to manage resources | E | AIR |
| Good communication skills (oral and written)Good numeracy and literacy skills | EE | AIAI |
| Ability to maintain confidentialityBasic knowledge of First AidAbility to make effective use of ICT (e.g. Word, Excel)Flexible attitude to workKnowledge of safeguarding requirements Knowledge of Early Years Foundation Stage | EEEEED | AIAI AIAIRAIAI |
| **Other** |  |  |
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| Commitment to Equality and DiversityCommitment to Health and Safety | EE | AIAI |
| **Special Requirements** |  |  |
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