

St Joseph's Roman Catholic Primary School

Role Profile – Operational Context Form

Post title: After School Club Manager					
Grade:	Grade 6	Staff responsibility:	Yes	Essential Car user:	No
Scope of role: To create a safe, stimulating and nurturing After School Club environment and plan engaging activities for children aged 3-11. Would be expected to: • Plan, develop, review and deliver activities within the provision. • Lead the After School Club team. • Follow established administrative procedures.					
Main Activities In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded After School Club 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 procedures. • To ensure the EYFS requirements are met. • To liaise with school staff and parents/carers to enable the effective operation of the club. • To lead the development of policies and procedures for the club. • 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 maintain registers of attendance and other child records. • To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis. • To ensure confidentiality is maintained where appropriate.					
Prepared by:	School Business Manager			Date:	24/10/2025

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.

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

Post Title – After School Club Manager

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable	E	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A
Experience		
Experience of working with children	E	A, I
Experience of working in a relevant classroom/service environment	E	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D/E	A, I
Knowledge/skills/abilities		
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	D	A, I
First Aid/Paediatric First Aid Certificate	D	A
Administrative skills	E	A, I
Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Flexible attitude to work	E	A, I
Other		
Commitment to undertake in –service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing		

Date created: 24/10/2025