

**Job Description**

**Vacancy**

**Post: Breakfast/After School/Holiday Club Manager**

**SCP: Points 5-7 All Year Round**

**General Description of Post:**

Breakfast/After School/Holiday Club Manager to work with children over the whole age range (3-11 years) as part of a team under the general direction of the Head Teacher who will be responsible for the overall policy and educational programme and for matters of control and discipline within the appropriate Articles of Government.

Your responsibilities will include:-

**Leadership and Management**

- Working closely with the Head Teacher to provide a strategic vision for the provision
- Working closely with the Head Teacher to monitor the quality of the provision
- Build and manage a strong team of practitioners who are committed to delivering high quality provision
- Provide high quality CPD to staff to ensure the delivery of high quality provision
- Communicate with parents/carers on a regular basis to ensure a strong home/school partnership
- Responsibility for implementing the school's Safeguarding procedures by assuming the role of the Senior Designated Person for the provision
- Understanding the school's Health and Safety procedures and take responsibility for ensuring that these are implemented and monitored
- Understanding the regulations with regard to food hygiene ensuring all staff are compliant with the requirements to ensure we maintain/exceed the food hygiene "5" rating

**Teaching and Learning**

- Delivering (with a team of staff) high quality play opportunities within a safe and caring environment for all pupils including those with SEND
- Planning activities for the Breakfast/After School and Holiday Club
- Following the school's Behaviour Policy
- Setting up the play space including moving furniture and play equipment
- Ensuring the provision is organised and professional at all times
- Consulting with children and involving them in activities

**Pupil Well-Being**

- Providing refreshments and a light tea whilst ensuring that hygiene, health and safety standards are met at all times
- Administering first aid/medicine when necessary in line with the school's First Aid Policy/Administration of Medicines Policy
- Draw up where necessary intimate care plans in line with the school policy
- Draw up where necessary Pupil Evacuation Plans in the event of a fire in line with school policy

- Monitoring & ensuring all children's medical needs are met, consent forms are collated and medicines are stored securely. Knowledge of dealing with children who have allergies that may need treatment from an EPI PEN
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents

#### Administrative duties

- Take responsibility for the organisation (activities and staffing) and marketing (creation of booklets and letters) for the Holiday Club
- Take responsibility for compiling daily attendance registers for Breakfast/After School Club and Holiday Club
- Work closely with the school office to monitor parent payments via Parentpay
- Compile staff rotas to ensure staffing ratios are in line with pupil numbers
- Compile a menu in line with the school's healthy eating status and take responsibility for placing orders with the school kitchen/local supermarket
- Liaison with relevant school staff - Teachers/TAs, SENCO and office staff

#### Support the school by:

- Being aware of and adhering to all school and Trust policies and procedures involving Safeguarding, Child Protection, Employee Code of Conduct, Health and Safety, Site Security, General Data Protection Regulations, Behaviour and Curriculum;
- Being aware of confidential issues linked to home/pupil/teacher/school and to keep confidences as appropriate;
- Attending relevant team/staff meetings to enable them to fulfil their duties with confidence;
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms;

#### **Hours of work:**

- 25 Hour Working Week.
- Working hours to be agreed with the Head Teacher to reflect the needs of the school.

**Signature of Post holder** \_\_\_\_\_ **Date:** September 2021

**Signature of Head Teacher** \_\_\_\_\_ **Date:** September 2021