



Job Title: Out of School Club Manager
Directorate: Children, Learning and Young People
Service: Services for schools
Location: Stivichall Primary School

Job number:
Post number:
Grade: 4

Job Purpose

- To be responsible for the day-to-day organisation and operation of the Out of School club, ensuring the provision of a safe, caring and stimulating environment for children
- To lead and manage the Out of School Club team effectively

Main Duties and Responsibilities

- Ensure the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities, services and facilities designed to meet individual needs, including consultation with children.
- Take full responsibility for all aspects of management and organisation of the club including safeguarding of children and management of staff.
- Lead on safeguarding within the wraparound provision ensuring policies and procedures are understood and followed by all staff.
- Keep clear and detailed records of safeguarding concerns using CPOMS. Liaise with school DSLs to ensure that children are safeguarded, and concerns are appropriately followed up.
- Lead in the planning and delivery of EYFS provision within the out of school club including observations and record keeping.
- Co-ordinate holiday club provision liaising with the school senior leadership team and Out of School club management committee.
- Lead in the ongoing evaluation of practice and development opportunities within the club including future growth and sustainability of the club.
- Administer and record first aid as appropriate.
- Provide general care and welfare for children, including physical care and attention to personal needs. Act as carer for sick children until a parent/ carer is able to collect. Provide comfort and support for children in distress.
- Work within appropriate childcare legislation and other relevant legislation.
- Work within agreed policies and procedures and review as appropriate, challenging attitudes, behaviour and practices that are discriminatory.

- Organise and provide full care for the children of school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or named carers.
- Co-ordinate, prepare and provide nutritious and well-balanced snacks.
- Initiate and maintain close liaison with parents, school and other childcare and play related agencies, including the Early Years Development and Childcare Partnership, in matters relating to the children.
- Ensure the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the Club's opening hours and for handover to the school.
- Work flexibly, attend meetings, as appropriate, and undertake staff development.
- Be responsible for the day-to-day financial administration, working within an agreed budget.
- Line manage a team of staff and volunteers, including induction, relevant training, staff appraisal, and manage staff development.
- Manage the setting within the OFSTED framework.
- Ensure the policies and procedures of the setting are adhered to.
- Manage the day-to-day administration, record keeping and assessment, and ordering and purchasing of materials and equipment.
- Maintain appropriate records of children and staff/volunteers.
- Ensure that all planning, evaluation and monitoring is recorded and documented.
- Undertake a range of administrative duties relevant to the post.
- Support and contribute to the overall ethos/work/aims of the school.
- Ensure confidentiality is maintained at all times.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Any other duties and responsibilities within the range of the salary grade.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and the post holder is required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and the senior leaders, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and is required to:

- Ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- Report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Responsible for: Day to day management of the club

Responsible to: Head Teacher



Out of School Club Manager
Person Specification

Job Title: Out of School Club Manager	
Knowledge	<ul style="list-style-type: none">• Understanding of good quality childcare• Know of how children play and its relevance to their child development.• Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.• Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.• Knowledge of the EYFS curriculum.• Knowledge of Ofsted regulations and Inspection criteria.• An awareness of Health and Safety legislation and Equal Opportunities.• A commitment to equal opportunities and an understanding of their application in childcare.• Understanding of the Children's Act and Guidelines.• Awareness and understanding of Child Protection and KCSIE.• Knowledge of health and safety issues.• Understanding of the boundaries of confidentiality.

<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Able to relate well to children and adults. • Able to work constructively as part of a team. • A passion for working with children aged 4-11 years old. • Able to act on training provided and share learning with other staff • Able to provide and facilitate safe and creative play. • Able to provide stimulating activities for school aged children. • Ensure there are a variety of opportunities for children's activities. • Able to provide care and comfort to children, ensuring they feel secure. • Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability. • Have a commitment to our inclusive ethos. • Be aware of and able to meet the social and emotional needs of school-aged children on an individual basis and in a group setting. • Able to communicate effectively at all levels. • Able to receive information from and explain information to others. • Able to liaise with professional workers in connection with work issues. • Able to relate easily and effectively to parents and children. • Able to build positive relationships with colleagues, pupils and parents. • Punctual and able to fulfil duties in a responsible and timely manner. • Able to work on own initiative and proactively improve provision. • Able to lead and manage a team and work collaboratively. • Able to use judgement and common sense with a flexible and creative approach to solving problems. • Able to handle situations calmly and effectively. • Effective organisational skills. • Able to keep records and produce reports. • Able to maintain accounts and inventories. • Able to effectively use IT and other technology • Willing to undertake further training • Hold an Enhanced DBS for the Children's Workforce
<p>Experience</p>	<ul style="list-style-type: none"> • At least 1 year's experience of working with school aged children • Leading a team • Providing support for parents • Working with other professionals • Experience of the registration process • Administration • Budget management • Food safety

Educational	<ul style="list-style-type: none">• Excellent English and Maths skills• NVQ 3 in Playwork, Child Care and Education for or equivalent qualification• Paediatric First Aid Training or willingness to undertake training• Safeguarding Level 3 or willingness to undertake training• Food Safety Level 3 or willingness to undertake training
<p>Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</p>	

Reviewed March 2021