



HOLY TRINITY C of E PRIMARY SCHOOL
EFFRA ROAD, WIMBLEDON, SW19 8PW. 020 8542 1591

JOB DESCRIPTION AND PERSON SPECIFICATION: EARLY YEARS AFTER SCHOOL CLUB MANAGER

JOB DESCRIPTION

Job Purpose:

- To lead and be responsible for the day to day organisation of the Early Years After-School provision at Holy Trinity, providing high standards of care and play opportunities for all children in a safe and secure environment.

Main Duties and Responsibilities:

Delivering After School Provision

- To **lead the day to day management and organisation** of all aspects of running the club, ensuring good care and safety at all times and ensuring that the children's needs are the priority
- To ensure the **weekly planning** is complete and all resources available, allowing **the provision of a stimulating range of age-appropriate activities**
- To **oversee the daily set up** of activities, ensuring the club is well-resourced and creatively set up, proactively engaging the children in the activities on offer
- To provide **line management** to the team of ASC assistants, leading, motivating and directing the work of staff based at the After-School Club, supervising their activities and inducting new staff members
- To **promote positive values**, attitudes and good pupil behaviour in line with the school's Christian ethos, dealing promptly with conflict and incidents in line with established policy and to encourage all pupils to take responsibility for their own behaviour
- To **create a safe, welcoming and inclusive, homely, nurturing environment** for all children, with regard to the individual development needs of the children including any children with SEND
- To **proactively establish genuine and positive relationships with pupils**, acting as a role model for both staff and children, and being aware of and responding appropriately to the pupils' needs.
- To **encourage and support the children to develop positive relationships with each other**, promoting the inclusion and acceptance of all pupils
- To **supervise and assist children as they are served their meal** and as they eat, speaking positively about the food provided and encouraging the children to eat it, and to assist with clearing the dining hall after the children have eaten if required
- To **assist children who are unwell or who are injured**, directing them to First Aiders as appropriate

- **To liaise with the school** with regard to the needs of the children who attend the club
- **To liaise with parents** to encourage parental involvement and support of the After-School Club
- **To work flexibly as part of the larger team (including the school's Senior Leadership Team, catering staff and sports coaches)** in order to ensure the smooth running of the club and the most positive experience possibly by the children

Management and Administration

- **To be aware of, comply with, and encourage wider compliance with school policies and procedures** relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- **To uphold and regularly review policies and procedures** relating to the After School Club, in partnership with the school's Senior Leadership Team
- **To maintain records** relating to the management of the group, including daily attendance records, ensuring confidentiality and data protection of the children, their families and members of staff.
- **To proactively and professionally develop working relationships with other members of school staff** including the Senior Leadership Team and Class Teachers, in accordance with school policies, in order to provide support for the children who attend After School Club. To develop professional working relationships with any external authorities, including Ofsted.
- **To monitor and evaluate** the quality of the service provided.
- To ensure that adequate **standards of safety and hygiene** are maintained throughout the After School Club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents, in partnership with the school's Senior Leadership Team
- To attend and/ or lead **relevant team meetings as required and to participate in training** and other learning activities and performance development as required
- To be **reliable and punctual**, maintaining required staffing ratios at all times and maintaining confidentiality in and outside of the workplace
- To take on **any other After School Club related duties** as requested by the Senior Leadership Team as required

PERSON SPECIFICATION

Experience

Essential

- Recent experience of a working in a primary school environment or with primary school aged children
- Experience of supervising/ directing the work of others

Desirable

- Experience of working in a school After School Club or Breakfast Club
- Team leadership experience
- First aid experience

Skills & Abilities

Essential

- Ability to relate well to children and adults
- Basic understanding of child development and learning
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- The ability to empathise with children from varied backgrounds
- Good knowledge and understanding of equal opportunities and special educational needs
- Excellent communication skills
- Be approachable, courteous and able to present a positive image of the school
- Be able to demonstrate diplomacy, flexibility and maintain confidentiality
- Ability to prioritise conflicting demands, remain calm and cope with the pressure of a busy school
- Ability to demonstrate use of initiative and to contribute to solving problems to improve the services offered to the children
- Understanding of and sympathy with the Christian ethos of the school
- A sense of humour

Desirable

- Working knowledge of relevant policies/ codes of practice and awareness of relevant legislation

Qualifications

Essential

- NVQ level 3 in Child Care/ Playwork or equivalent/ higher academic qualification

Desirable

- First aid certificate

