

GLF Schools - Job Description

Job Title	Extended Services Manager/Club Manager	Job Reference	MNRWRAPM0525
Base School	Manor Primary School	Travel Required	
Cluster			
Core purpose			
<ul style="list-style-type: none"> • To be responsible for the development and daily management and running of the Extended Schools Provision at Manor Primary School. • To oversee the orderly conduct, welfare and safety of the children during the transition to the club room and whilst in attendance at the club. • To take a lead role within the team in order to create a happy, stimulating and safe environment for all children, encouraging sharing, cooperation and inclusion for all. • To build links and work in partnership with parents, carers and professionals to promote the well-being of the children. • To develop, implement and review the policies, procedures, including risk assessments, and practice within the Extended Schools Provision. • To lead staff and children in promoting positive behaviour and embed the STRONG values of the school. • To conduct a weekly briefing with the staff to discuss planning and any other business relevant to the role, including safeguarding, staffing, resources, grocery requirements, behaviour management, any concerns, attendance, risk management etc. • To manage all invoices and payments for the Extended Schools Provision. • To oversee the time tabling of the Extended Schools Provision. 			
Key Accountabilities			
Main Duties			

- Undertake the daily management of the Extended Schools Provision to ensure that high standards are developed and maintained throughout.
- Ensure the club is fully staffed each day.
- Keep abreast of legislation, guidelines, policies to ensure the Welfare Regulations are met at all times.
- Develop and regularly review policies and procedures to ensure compliance with legislation and regulations.
- Be responsible for the preparation for Ofsted inspections and action any recommendations that may result from inspection to ensure the Extended Schools Provision is providing high quality care and education.
- Oversee the purchase and maintenance of equipment and resources within the allocated budget.
- Support staff in the development and maintenance of appropriate planning, observations and assessment procedures to ensure a constant service. Ensure high standards of supervision and interaction with the delivery of all activities.
- Ensure that appropriate records and administration systems are maintained to ensure confidentiality of information.
- Ensure staff training and development plans are up to date and continued professional development is identified at staff appraisals.
- Work alongside the admin and finance to ensure that the financial records are accurate and financial procedures are adhered to.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- To lead the preparation, setting-up, delivery and clearing away of the provision on a daily basis.
- To ensure that the provision provides a warm, welcoming and enjoyable experience at all times.



<ul style="list-style-type: none">• To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe and stimulating environment ensuring that any potential risks are identified and assessed; ensuring this is shared with the staff team.• To consult children in the planning and evaluation of activities.• To ensure that all children, regardless of ability or needs, are able to access planned activities or free-play games and to show any differentiation in the planning process.• To complete a weekly staff rota ensuring that all staff are effectively deployed, leading organised activities as well as free play and that this is shared with the staff team.• To ensure that children remain within the permitted areas of the school and to intervene in any situation where the safety of a child may be at risk.• To promote and maintain high standards of hygiene, consistently and continuously promoting safety procedures including carrying out and recording fire drills in accordance with school policies.• To maintain registers of attendance/absence and other child records.• To give comfort and support to all children.• To establish and maintain positive working relationships with parents/carers in a way that supports children and values parental involvement and to report any areas of concern to the Headteacher.• To adhere to the schools behaviour management policy when dealing with behavioural incidents.• To administer basic / paediatric first aid where appropriately trained. Ensure that the accident form is completed accordingly and that parents/carers are informed as required.• Record any incident that has given cause for concern and ensure that policies and procedures are adhered to including the completion of any reports required.• To act as an ambassador for the club and the school and maintain a positive image of its aims and objectives.• To ensure that any information relevant to the child's welfare is communicated to the relevant adults (Class teacher / Parents etc.).• To monitor the premises (inside & outside), equipment and resources reporting any potential hazards or faulty equipment to the Headteacher.• To ensure that provision provides a warm, welcoming and enjoyable experience at all times.• To take a lead role in planning and providing nutritious and healthy snacks whilst ensuring that hygiene and health and safety standards are met.• To follow the school safeguarding policy.• To implement the clubs policies at all times.• To ensure confidentiality is maintained at all times in accordance the School policies.• To work within the EYFS and ECM Framework and Ofsted requirements at all times.
Other Duties
<ul style="list-style-type: none">• To undertake such additional duties appropriate to the level of the post as may be require.• To participate in Performance Management and contribute towards setting targets for Continued Professional Development.• To attend and participate in training sessions relevant to the job role of Deputy Manager.
Accountability

- Accountable to the Headteacher.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Collaborative working

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.