

### GLF Schools Job Description

<b>Job Title:</b>	After School Club Manager
<b>Core Purpose</b>	
<ul style="list-style-type: none"> <li>To be responsible for the development and daily management of our Afterschool Care Provision providing a safe and caring environment in line with relevant national standards and guidance.</li> <li>To organise a routine that meets the emotional, social, physical and intellectual needs of the children.</li> <li>To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.</li> <li>Attend and participate in meetings with the leadership team to ensure smooth running of the After School club.</li> </ul>	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>To undertake the daily management of the provisions, ensuring that staff are aware of their duties, maintain high standards throughout the provision, ensure the health, safety and welfare of the children and implement activities in line with relevant guidance.</li> <li>To plan and develop appropriate activities to ensure that after school provision guidance is met at all times and, with support, suitably equip the provisions in order to support children's physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds.</li> <li>To ensure policies and procedures are understood and followed by all staff and volunteers within the provision.</li> <li>Liaise with the school finance team to administer bookings.</li> <li>To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances, checking and authorising salary pay claims and managing staff absences and lateness.</li> <li>To effectively manage the occupancy levels of the provisions. Promoting and marketing to effectively maintain occupancy.</li> <li>To keep up to date and ensure the provisions implements new legislation, procedures and requirements, including hygiene and health and safety regulations. To comply with the office in administration and financial procedures.</li> <li>To work with the finance team to monitor the number of places being used and how the resources (staff, premises and equipment) are utilised to ensure that the provision is sustainable and runs in the most efficient and effective manner.</li> <li>To identify any potential safeguarding issues related to specific children or to the overall running of the School Club Manager provisions, liaising with the schools Designated Safeguarding Lead and other professionals as appropriate in order to safeguard and promote the welfare of children.</li> <li>To develop and maintain good communication with all staff, head teacher and governing board, parents and with the wider community.</li> <li>To ensure all staff adhere to the Behaviour Management Policy when dealing with behaviours incidents.</li> <li>To administer basic/paediatric First Aid where appropriately trained. Ensuring that an accident form is completed and that parents/carers are informed as required.</li> <li>To prepare nutritious and healthy meals whilst ensuring hygiene and health and safety standards are met.</li> </ul>	

- The manager will be expected to direct and supervise the provisions staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.
- The post holder must have effective communication skills and be able to inform, persuade, inspire and motivate children and staff and provide feedback to professionals, parents and other stakeholders.
- Line management responsibility for the provisions staff.

#### Other

To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Headteacher.

#### 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 required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.