

Herne Junior School – Job Description



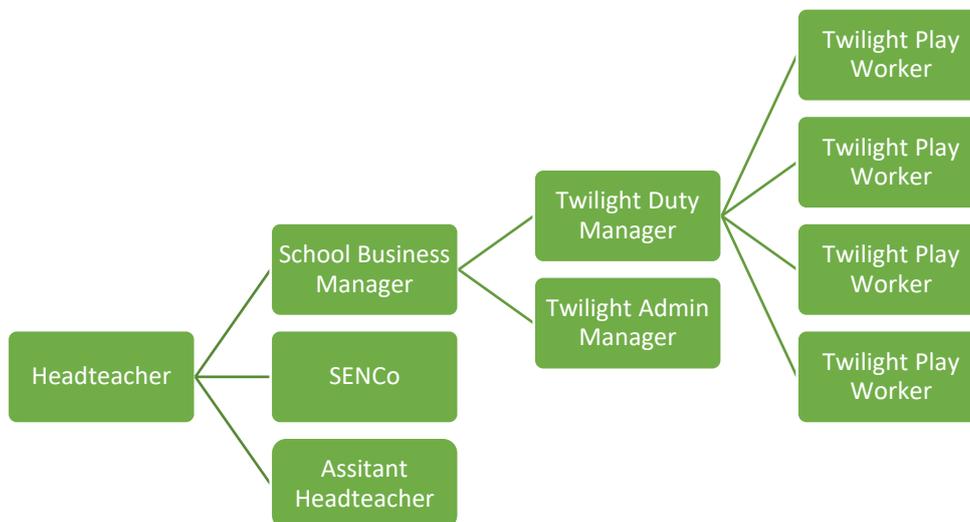
Role: **Twilight Duty Manager**

Profile: Out of School Group leader - 02021

Grade: D

Hours: 14 hours a week (3:00 pm to 6:00 pm - Monday to Thursday 3:00 pm to 5:00 pm Friday) for 39 weeks

Reports to: Business Manager



Purpose

To manage the operation of the After School Cub (Twilight) service for children ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. Twilight Club is only available after school during term-time

Duties

Administration

- Plan, organise, coordinate and control the day to day running of the provision ensuring that the club meets the care, play and educational needs of the children effectively and efficiently, as well as satisfying government guidelines.
- Maintain accurate records of attendance and registration in a secure manner ensuring retrieval of information in a timely fashion and the smooth running of the service
- Along with the Twilight Admin Manager maintain accurate records of fees and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion and the smooth running of the service.
- In conjunction with the Twilight Admin Manager, when necessary, where parental/named carers payment of fees are not up to date, ensure that payment is received and reflected in the financial accounts accordingly.
- Prepare quantitative and qualitative data for inclusion in quality assurance systems, management reports, reports to funders or any other reports as required by the school or outside agencies.
- Co-ordinate the use of the facilities and equipment ensuring that they meet all safety requirements and are available to staff and children when required.
- Manage the stock control of the equipment ensuring that supplies are maintained to meet the needs of staff and children.
- Regularly ensure that materials and equipment are in good and usable condition, identify problems and resolve appropriately, and order replacements where appropriate.
- Oversee the safe storage of equipment and materials (e.g. labelling boxes) and maintain appropriate records.

Staff Management

- Manage, motivate, develop an effective team and ensure the regular review of staff for whom responsible to achieve an effective, efficient and consistent service ensuring that they carry out their duties in accordance with their role profiles.
- Responsible for staff rotas and cover

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- Instruct and direct staff and school colleagues on correct procedures relating to the Childrens' Act; OFSTED standards; Child Protection, Equalities and Health and Safety issues.
- Ensure the delivery of in-service training, off and on site, for all staff to ensure that the team operates in an effective and efficient way against agreed quality standards and defined practices and procedures.
- Manage regular staff meetings ensuring that any follow-up activities are actioned accordingly.
- Assist the line manager with the recruitment, selection, induction, training and support of all service staff through staff development activities and initiatives to encourage motivated, well-developed staff.
- Participate in the school's performance management system and undertake additional appropriate training as and when required.

Safeguarding

- Act as a Deputy Designated Safeguarding Lead for the school with the Headteacher

Service Provision

- Manage, promote and develop the service provision to a high professional standard, liaising effectively with appropriate school staff and customers, to ensure that it continues to meet the care, play and educational needs of the children.
- Manage the supervision, care and welfare of the children as required including effective liaison with parents/named carers and other childcare agencies on educational and care/medical matters encouraging parental/carers involvement and support in the provision of the service.
- In liaison with the school to plan, develop, co-ordinate and organise a balanced stimulating, secure and safe play programme and creative activities suited to the age ranges, learning needs and abilities of the children using the service. Work directly with the children as appropriate.
- Liaise with the site management/cleaners on the use of buildings, resources and equipment.
- Operate the service according to relevant policies and procedures particularly ensuring compliance with health and safety, child protection and equalities policies and procedures to ensure the safety and security of children at all times.
- Participate in meetings with the school management team/line manager to discuss the present and future needs of the service provision and to contribute to its overall development.
- Plan and when required, assist with the collection of children from the school/agreed point/classrooms and ensure safe delivery to the parents/named carers.
- Provide an effective First Aid service by ensuring that staff are appropriately trained, procedures are adhered to and that the appropriate action is taken and forms completed in the event of an accident. Administer First Aid when required and be aware of the medical conditions of children in attendance.
- Develop an effective working relationship with the school, parents/named carers and other childcare agencies/groups, responding to routine and complex queries when raised.
- Liaise with relevant outside agencies to maintain legal and professional standards and work within the OFSTED framework.
- Promote the service to outside agencies, the press and to parents/named carers and seek marketing opportunities to raise its profile to ensure the ongoing financial viability of the service, with the view to making a surplus.
- Manage childrens' SEN needs in accordance with the school and County Council's SEN policies and procedures, and liaise with parents/named carers as necessary
- Manage childrens' behavioural problems in accordance with the school and County Council's behaviour management policies and procedures, and liaise with parents/named carers as necessary.
- Adhere to the school's equal opportunities policy for school staff and pupils.
- Advise parents/named carers about childcare benefits relevant to the service provision.
- Organise the provision of refreshments to meet the childrens' dietary needs.
- Ensure the supervise childrens' basic hygiene arrangements.

Completing any ad-hoc tasks assigned by the Headteacher, Assistant Headteacher, SENCo or Business Manager in line with the role.