



JOB DESCRIPTION FOR AFTERSCHOOL CLUB MANAGER

Post Title: After School Club Manager

£7.80 - £9.00 per hour (depending on experience/qualifications)

Hours: Term Time: up to 20 hours per week

Between 2.00pm – 7.15pm depending on site

School Holidays: could include up to 50 hrs per week

On rota to cover full day service between 7.30 am and 6.30 pm

Bank positions also available working as and when required

Occasional Saturday work may be required.

Job Purpose:

To lead and be responsible for the day to day organisation of one of the Giggles Childcare Services After School clubs providing high standards of care and play opportunities for children between the ages of 4- 11 years old in a safe and secure environment.

Major tasks:

1. To lead the day to day management and organisation of the After-School Club
2. To provide line management to a team of after school assistants, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members.
3. Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
4. To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment
5. Liaise with stakeholders with regard to the needs of the children who attend the club
6. To liaise with parents to encourage parental involvement and support of the After School Club

Job Activities:

1. Uphold, implement and regularly review all policies and procedures of the club in partnership with the staff team and the business owners
2. Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.



3. Liaise with the business owners to ensure rigid financial control of your clubs budget and be responsible for the ordering and purchasing of equipment, supplies and resources where needed.
4. Manage any cash payments, ensuring that any money transactions are handled and documented as directed by the business owners.
5. 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 their salary pay claims and managing staff absences and lateness.
6. To effectively manage the occupancy levels of the After School Club; managing the waiting list and offering child care places. Promoting and marketing Giggles Childcare Services effectively to maintain occupancy
7. Develop professional working relationships with schools, all relevant professionals and authorities including the local authority and Ofsted
8. Monitor and evaluate the quality of the service.
9. To assist with the planning and organisation of the holiday play scheme.
10. Attend termly meetings and prepare reports for the business owners
11. Maintaining working relationships with other club managers and staff
12. 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.
13. To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
14. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Giggles Childcare Services
15. To carry out any other duties which will be seen to enhance the work of the school's extended day services.
16. Recruitment and induction of staff is carried out in accordance with the Recruitment Policy
17. To work in partnership with the business owners to provide an appraisal system for staff and the organise staff training to meet identified training needs
18. Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending After School Club Managers meetings to keep abreast of all current issues relating to providing Wrap around Care



PERSON SPECIFICATION: AFTER SCHOOL CLUB MANAGER

You will need to be:

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

Essential:

NVQ minimum level 3 in Childcare, Playwork or equivalent qualification or experience

Relevant management/supervisory experience

Ability to communicate with children

Excellent communication skills

Good organisation skills

Experience in an after-school setting or working with children 4-11

Leadership and motivational ability

Good understanding of special educational needs and EYFS

Ability to act on own initiative

Commitment to Equality of Opportunity and Diversity

Ability to prioritise and make decisions

Ability to respond to change positively

Commitment to personal and organisational development

Commitment to the development of play opportunities for children of all abilities

Competent in using computer systems including email and Microsoft Word

Desirable:

First Aid at Work qualification

Food Hygiene qualification/training

Ability to recognise and manage stress

Driving licence with D1 category (no restrictions)



IF, HAVING READ THIS JOB DESCRIPTION, YOU FEEL THAT YOU MIGHT BE SUITABLE PLEASE FILL IN A COPY OF OUR APPLICATION AND BRING IT ALONG TO ONE OF OUR SITES. YOU CAN FIND US AFTER 4PM AT EITHER;

Athelney Primary School, Athelney Street, London SE6 3LD

Elfrida Primary School, Elfrida Crescent, London SE6 3EN

The Grove Centre, 2 Sydenham Park, London SE26 6PL

We'd much prefer to see you, but if that's a problem you can email it to gigglesnews@hotmail.co.uk subject line "Recruitment". In your email give us three reasons why you think you would be a great member of our team