

After School Club Manager

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| Job Title: | Wraparound Club (WAC) Manager | | |
| Salary: | GR3 | Hours: | 28.75 hours |
| Contract Type: | Permanent | | |
| Reporting to: | Headteacher | | |

Main Purpose:

The Wraparound Club (WAC) Manager is responsible for the overall leadership and day-to-day management of the school's before and after school childcare provision. The role exists to ensure that children are provided with a safe, secure and nurturing environment outside of the school day, where they can access high-quality care, play and creative activities tailored to their individual needs.

The post holder leads a small team of staff, manages the operational and administrative running of the club — including bookings, budgets and resources — and ensures the provision meets all relevant Local Authority, Ofsted and safeguarding requirements. They act as the key point of contact for parents and carers, working to build strong relationships with families, school staff and external agencies.

Underpinning the role is a strong commitment to safeguarding, equality of opportunity, health and safety, and the ethos and values of the school, ensuring that every child who attends the club feels valued, included and well cared for.

Duties and responsibilities

1. Leadership and Management of the Club

- Lead the day-to-day management and organisation of the Wraparound Club within agreed Local Authority and inspection standards, policies and procedures.
- Manage and lead a team of staff to deliver high-quality, creative play opportunities in a safe and caring environment.
- Be responsible for the planning and development of the club, in line with Governors' requirements as requested.
- Ensure quality assurance and attend team and Governors' meetings as requested.
- Be responsible for setting up and clearing away at the beginning and end of each session.

2. Care, Play and Activities

- Ensure and provide care, play opportunities and activities in a safe and secure environment, with regard to the individual needs of children.
- Ensure and provide full care for children, including the provision of snacks to those children who require it.
- Be aware of personal care needs and implement health and safety procedures in relation to equipment used, activities undertaken and the preparation of food on the premises.

- Provide equality of opportunity to all within the out-of-school club environment, including children, staff and parents.

3. Administration, Finance and Resources

- Be responsible for the day-to-day administration, record keeping, ordering and purchasing of equipment, supplies and resources.
- Be responsible for administering bookings and fees.
- Manage agreed budgets.
- Ensure confidentiality of any information received and work within the remit of the Data Protection Act.

4. Safeguarding, Health and Safety

- Uphold a proactive commitment to safeguarding and promoting the welfare of children and young people; report any concerns immediately to the designated safeguarding lead.
- Implement health and safety procedures across all aspects of the club's activities, including equipment use, food preparation and personal care.
- Ensure that all statutory and regulatory requirements relating to the inspection and operation of out-of-school childcare settings are met.
- Ensure that all information is treated with strict confidentiality and managed in accordance with the Data Protection Act and school policy.

5. Partnership, Communication and Staff Management

- Liaise with parents, the school and other agencies as appropriate; encourage parental involvement and support of the club.
- Communicate clearly and effectively with children, parents, staff and other stakeholders.
- Lead, support and develop staff within the club team, fostering a positive and professional working environment.
- Participate in training and other learning activities and performance development as required.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the club.

Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Act as a visible and positive leader, modelling high expectations for attendance and behaviour across the Trust.
- Maintain the highest standards of professionalism and confidentiality in all matters relating to pupils, families and staff.
- Build and maintain positive working relationships with Headteachers, governors, external agencies and families.
- Participate in ongoing professional development activities and keep abreast of national developments in attendance, behaviour and inclusion.
- Undertake any other duties appropriate to the level of the role to support the strategic objectives of the Trust.

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| Supervision received |
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| <ul style="list-style-type: none">• Works under the direction of the Headteacher and School Business Administrator.• Expected to exercise professional autonomy and judgement, prioritising strategic impact and raising standards across all schools. |

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

| Essential | Desirable | Where tested: A – application I – interview T – test or activities C – certificate |
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| Qualifications | | |
| GCSE English and Maths (grades A*–C) or equivalent. | Level 3 childcare qualification or equivalent. | A / C |
| Evidence of continued professional development relevant to childcare, out-of-school provision or play. | Paediatric first aid qualification or willingness to obtain one. | A |
| Experience | | |
| Experience of leading play and activities with children. | Experience of managing or supervising a childcare or out-of-school setting. | A / I |
| Experience of leading or supervising a team. | Experience of budget management. | A / I |
| An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016. | Experience of administering bookings, fees or records. | A / I |
| Experience of liaising with parents and external agencies. | Experience of working with children with additional or special needs. | A / I |
| Knowledge & Skills | | |
| Knowledge of safeguarding and child protection procedures and responsibilities. | Knowledge of Ofsted inspection standards for out-of-school and childcare settings. | A / I |
| Understanding of health and safety requirements in a childcare environment. | Knowledge of Data Protection Act requirements and the ability to maintain confidentiality. | A / I |
| Ability to communicate clearly and effectively with children, parents and staff. | Understanding of food hygiene and safe food preparation requirements. | A / I |
| Ability to plan and deliver creative, engaging play opportunities appropriate to children’s ages and needs. | | I |
| Ability to use materials and equipment safely and efficiently. | Ability to understand and carry out oral and written instructions to a high standard. | A / I / T |
| Leadership skills; ability to motivate, lead and manage a team effectively. | Confident and tactful manner when dealing with the public and parents; ability to establish and maintain cooperative working relationships. | A / I |

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| Flexible and adaptable approach with a willingness to work for the aims of the school. | Ability to work under pressure and prioritise effectively. | I |
| Ability to deal with difficult situations calmly and professionally. | Good IT skills sufficient to carry out administrative duties associated with the role. | A / I / T |
| Personal qualities | | |
| Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils. | | A / I |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. | Embraces change and adapts positively to new ways of working. | I |
| Ability to work under pressure and prioritise effectively. | Deals with difficult situations effectively. | I |
| Commitment to maintaining confidentiality at all times. | | I |
| Commitment to safeguarding and the welfare and equality of all pupils; DBS Clearance required. | | I |