

## BAFTA MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

**Post:** Breakfast Club and Afterschool Club Manager

**Reports to:** Principal

**Purpose:** To be responsible for the day-to-day management of BAFTA, including line managing other staff, to provide a safe and caring environment in which pupils can enjoy a range of play, learning and leisure activities. To ensure school policies and procedures are followed and to carry out administrative duties pertinent to the role.

### Wrap Around Care Provision

- Supervise staff and pupils in the Wrap Around Care provision, monitoring pupil attendance and staffing numbers, ensuring correct staff ratios are provided, maintaining a healthy, safe and well-behaved environment at all times, taking action as necessary.
- Meet and greet pupils and parents/carers as they arrive, making sure any information from parents/carers is passed onto the relevant professionals.
- Check/take the online register making sure it tallies with the expected numbers, taking action as necessary.
- Establish, build and maintain positive relationships with parents/carers.

### Support for the Pupils

- Planning, preparation and provision of suitable indoor and outdoor activities for the pupils including homework support appropriate to the age and the needs of the pupils taking into account different areas of learning.
- Ensure the rooms are set up to receive pupils into a purposeful environment.
- Encouraging good behaviour by using praise and reward and taking action with poor behaviour in line with the school policy.
- Support pupils in their play, while maintaining the pupil's safety and following the school's behaviour policy.
- Supervising and helping pupils to play safely and creatively, including physical activities.
- Prepare and serve healthy food and drink choices and ensure pupil's individual needs are met e.g. dietary requirements, allergies etc.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations following the academy's behaviour policy.
- Promote the inclusion and acceptance of all pupils within the Wrap Around Care provision.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Administering any necessary basic first aid and recording all injuries following the correct procedures.
- Administering medication if required following the correct procedures.
- Seek and act on regular feedback from parents, children and staff to improve the service provided.

### Administrative Duties

- Ensure up to date registration forms are held for all users and take action where necessary.
- Ensure all records are properly maintained e.g. daily registers, safeguarding and accident reporting etc.
- Responsibility for day-to-day financial administration, including the provision of receipts when requested and monitoring of childcare voucher payments, liaising with the school office where appropriate.
- Process daily amendments to booking requests from parents.
- Order provisions weekly for delivery to the Academy (currently online through Asda).
- Order resources as required following Academy procedures.
- Ensure all BATFA policies are current and up to date.



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### Working with Colleagues

- Lead and manage the BAFTA team, allocating tasks as required, to ensure that the provision is consistent, effective and of a high standard.
- Develop effective professional relationships with colleagues, demonstrating the aptitude to work as part of a successful team.
- Have effective communication skills.
- Attend relevant meetings.
- Maintain confidentiality.
- Have a flexible approach and be willing to adapt to changes.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and the Trust's safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the academy, following academy procedures.
- Record incidents on CPOMS following academy procedures.

### Support for the Academy

- Be aware of, follow and comply with all academy policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall values, work and aims of the academy.

### Health and Safety

- Record any accidents/incidents properly, informing parents and following academy procedures appropriately.
- Ensure all provision equipment is cleared and locked away, leaving the premises clean, tidy and secure.
- Be able to demonstrate good food hygiene practices and follow the school health and safety policies.
- Set up and clean equipment ensuring all equipment used is safe.

### Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with academy leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy.
- Take part in the academy's appraisal procedures.
- Take part in any in-house training sessions.

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

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>		
A minimum qualification of GCSE Maths and English (or equivalent) grade 4 or above.		✓
Food hygiene certificate		✓
First Aid Qualification		✓
Commitment to undertake professional training/development relevant to the post	✓	
Experience of working in a school environment or similar provision		✓
Working with pupils and experience of supporting pupils with special educational needs		✓
<b>Knowledge, Skills and Abilities</b>		
Effective approach to behaviour management	✓	
Excellent verbal and written communication skills	✓	
Strong organisational, personal time management and planning skills	✓	
Competent IT skills to support learning	✓	
<b>Personal Attributions</b>		
Commitment to safeguarding and promoting the welfare of pupils and young people	✓	
Ability to build effective relationships with colleagues, pupils, parents/carers and members of the community	✓	
Ability to lead and manage a team and have a flexible approach to daily routines	✓	
Commitment to maintaining confidentiality at all times	✓	
The ability to plan for and engage pupils in creative activities	✓	✓
Enhanced DBS certificate and barred list check		✓