



Job Description

Before & After School and Holiday Club Manager

Hours	32.5 Hours per week (during term time), 52 week contract. Available for all holiday clubs scheduled to take place outside of term time. Hours of work during term time 7.30 – 9.15 am Monday to Friday 3.15 – 6.00 pm Monday to Friday Plus 5 hours for planning and preparation during term time Holiday club hours vary
Salary Grade	Band F SCP 12-17 FTE £28,598 - £31,022
Location	Thingwall Primary School
Reports to	Headteacher
Responsible for	Holiday Club Workers

Purpose of Role

To operate and deliver a high quality service provision both during term time and school holiday periods, overseeing the efficient operation of the breakfast and after school clubs along with affordable, quality wrap around childcare for children from children age 3-11.

Key Accountabilities

Working with a team of playworkers, the postholder will:

- Be responsible for the efficient day to day running of the breakfast and after school club and overall delivery of a high quality service provision both during term time and school holidays.
- Liaise with the appropriate staff and parents/carers to ensure that the needs of the children who attend are met.
- To provide line management to a team of staff, inducting new staff, directing workload and supervising their activities.
- Ensure that care, play opportunities and activities are provided in a homely, nurturing and safe environment, appropriate to the individual development needs of the children.
- To oversee the day to day administration and records of attendance, including staff and pupil attendance and where applicable, absence.
- In conjunction with the Headteacher and Senior Leadership Team, monitor and evaluate the quality of the service.

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- To oversee the planning and organisation of the holiday club, including the planning of themed weeks or days.
- To ensure that adequate standards of safety and hygiene are maintained throughout the Before & Afterschool Club and Holiday Clubs, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To make a positive contribution to the wider life and ethos of the school and the Multi Academy Trust (including keeping displays/working walls for Before & Afterschool Club and Holiday Club up to date and of a high standard).
- Developing effective professional relationships with staff knowing how and when to draw on advice and specialist support and deploying playworkers effectively.
- Be aware of, and comply with, school policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection.
- Be inclusive and ensure all children have equal access to opportunities to learn and develop.
- Actively engaged in professional growth meetings, participating in training, learning activities and performance development as required.
- Oversight of the organisation of enrichment activities as set out in the DfE Enrichment benchmarks.
- To carry out any other duties as deemed appropriate by the Headteacher which will be seen to enhance the work of the school's extended day services.



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Skills, Ability, Knowledge <ul style="list-style-type: none"> • Commitment to safeguarding and the welfare of all children in their care • Effective and systematic behaviour management • An understanding of trauma informed practice 	E E D	A/I A/I A/I
<ul style="list-style-type: none"> • Ability to manage staffing rotas. • Ability to deliver fun, engaging, safe and age-appropriate children's club activities and deploy staff appropriately to ensure best value for money • Knowledge of the Oak Trees Academies Trust, their values and how these values can be incorporated into daily activities • Ability to effectively communicate with team, parents, staff and children. Commitment to school ethos. 	E E E E	A/I A/I A/I A/I
Personal Qualities <ul style="list-style-type: none"> • Able to develop and maintain good relationships with staff, parents, pupils, governors and the wider school community • Commitment to own professional development and a reflective practitioner • Moral purpose • Use of initiative and ability to be an effective team member Qualities relating to the safeguarding of children <ul style="list-style-type: none"> • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children and adults. • Emotional resilience when dealing with challenging behaviour. 	E E E E E E	A/I A/I A/I A/I A/I A/I

Oak Trees Multi Academy Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority with a commitment to robust recruitment, selection and induction procedures. This post is subject to an enhanced DBS check.

All staff are expected to demonstrate a commitment to Oak Trees Multi Academy Trust values.



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Oak Trees Multi Academy Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.