



St HELEN'S COLLEGE

Job Description/Person Specification Holiday Club Manager

The Manager is expected generally to support the school's aims and ethos, and to support the Head in providing a safe, stimulating and effective learning/play environment, high quality instruction, sensitive and appropriate pastoral care, and appropriate communications with parents.

Person specification - Essential qualities: Desirable qualities:

- Appropriate Level 3 qualification
- Experience working with 3-11 year olds
- Experience of working in a supervisory or management capacity
- Experience of administration
- Delivering equal opportunities in a childcare setting
- Understanding the varied needs of children and their families
- Proven leadership skills
- Ability to work on own initiative, using judgement and common sense
- Familiarity with the Early Years Foundation Stage
- Competent in using IT to support play and club administration
- Appropriate child protection training
- Current 12 hour Paediatric First Aid Certificate
- Food Hygiene Certificate
- An understanding of Prevent Duty and Certification

As directed by the Head, the Holiday Club Manager is expected to

- on first taking up appointment, follow through the school's induction programme
- abide by the terms of the contract of employment and staff handbook
- establish and maintain a good rapport with parents and colleagues
- be smart, well spoken, punctual and polite at all times
- maintain high standards of vigilance to ensure a safe and secure environment
- become trained and maintain currency in first aid, health & safety, allergy and asthma awareness, and safeguarding
- be aware of, and follow, all relevant school policies on non-academic matters e.g. health & safety, safeguarding and equality, diversity and inclusion.
- maintain a high level of awareness in respect of health & safety of staff and children and safeguarding of children.
- have responsibility for reporting on any matters relating to health & safety or safeguarding to the appropriate school personnel
- attend training meetings, as appropriate to the role.

- be flexible and, as necessary, arrive before the session starts and stay after the children are collected, for staff liaison, preparation, and clearing away
- encourage in the children, by example as well as instruction, courtesy and good manners
- plan and manage the staffing rotas and arrange cover as and when necessary
- induct and supervise new staff
- lead and supervise staff to ensure high quality care and provision at all times
- plan, supervise and run activities for Holiday Club sessions which provides a range of age appropriate activities which are stimulating and foster engagement by all pupils
- keep appropriate records using the school systems; Medical Tracker/My concern
- monitor bookings and maintain the daily registers on Schools Buddy
- maintain stock and equipment to ensure that there is a variety of good quality games, toys, sports equipment and craft consumables
- maintaining high standards of food handling
- be actively involved with the supervision of children
- liaise effectively with parents and other school staff
- renew and maintain wall and other displays as appropriate
- ensure tidiness and good order of the classrooms and cupboards, and the maintenance of stock such as pencils, books etc.
- provide first aid to children who are injured or ill and report on Medical Tracker to parents
- assist with the toileting of children, where necessary
- clear up spillage and accidents.

In addition, the Holiday Club Manager is encouraged to

- attend school activities/functions such as Prizegiving and the Summer Fete
- attend training courses, paid for by the school, which will enhance expertise and awareness of educational issues

S. Drummond
May 2023