

Inspiring Futures Through Learning– Role Profile

Role Title: **Wraparound Club Manager**

Accountable to: **Head Teacher**

JE Ref: **JE0770**

Grade: **F**

Purpose of job

To be responsible for planning, managing and overseeing the Breakfast Club and Afterschool Club for a range of age groups

Key Objectives

1	To implement a stimulating and varied programme of activities which meets the physical, social, emotional, cultural and intellectual needs of the children and be inclusive for all.
2	To manage and lead a staff team, including managing rotas and handling absences/leave and sickness
3	Manage an agreed budget in line with financial policies and procedures
4	To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child
5	To ensure that food provided is balanced and healthy in accordance with recommended dietary requirements and that food preparation/handling is carried out within Food Safety guidelines
6	Lead planning sessions with staff team including allocation of resources and liaison with parents/carers about themes as necessary
7	To ensure a close liaison with the school and other related agencies
8	To be responsible, with other team members, for ensuring that play materials and equipment used is maintained and stored appropriately
9	Act as a Deputy Safeguarding Officer in line with <i>Keeping Children Safe in Education</i> and ensure safeguarding procedures are consistently implemented within the wraparound provision.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

Ensure that activities are carried out in a safe and responsible manner in accordance with the National Standards for Out of School provision and Health and Safety.

Ensure that the arrival and departure of children is properly recorded and monitored.

Assist with serving of refreshments to children

Ensure that day to day administration and record keeping is maintained

To administer any first aid as required and appropriate

Work Profile

Ensure team managed have adequate support for preparing activities, organising programmes/themes and arranging equipment

To assist with the setting out of equipment and ensure all cleaning and tidying is completed at end of the session To adhere to school local and national authority's guidelines and exercise professional discretion at all times.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Participate in training and other learning activities and performance development as required Contribute to the overall ethos/work/aims of the school

Attend relevant meetings

To maintain confidentiality

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> Attainable Successful experience within an agreed period applicants will be expected of time to obtain the denoted qualifications or <u>A</u>					A Application I
<u>D</u> Desirable Application experience will be preferred from candidates with the denoted qualifications or <u>D</u>					Interview T Testing R Reference
<u>E</u> Essential Applicants considered for this role without the denoted qualifications or experience will not be <u>E</u>					
Qualifications	A recognised childcare qualification to NVQ3 level or equivalent	X			A
Skills / Experience	Experience of staff and resource management in a childcare related environment		X		A
	Budget management		X		A
Competencies				Level	Assess by;
<u>A</u> Awareness Demonstrable aptitude and ability to develop in the particular work area <u>A</u>					A Application I Interview T Testing R Reference
<u>S</u> Significant Clear competence in the work element sufficient for all role requirements <u>S</u>					
<u>E</u> Extensive Sufficient policy and practice expertise in the work element to lead and mentor others, and influence <u>E</u>					
Planning and organising work	Termly/school year planning programmes of events. Planning and implementing fundraising activities.		X		I,R
Planning capacity and resources	Ability to relate child-centred planning to resource management (staff, finance, premises, equipment etc.)		X		I,R
Influencing and interpersonal skills	Team management	X			I,R
	Encouraging colleagues, volunteers, parents etc to participate in play / school club activities		X		I,R
Using initiative	Dealing creatively with day to day issues, problems and pressures.		X		I,R
Working independently	Handling day to day issues (often out of normal school hours) without recourse to senior school management		X		I,R
Managing people	Line management of school support staff		X		I,R
Managing resources	Small scale budget / physical resource / information management		X		I,R
	Staff deployment and supervision		X		I,R
Managing risk	Thorough awareness of all legal and regulatory frameworks relating to child care	X			I,R

Managing oneself	Awareness of opportunities for self-development		X		I,R
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