

Post: After school Club Manager

Start Date: Immediate

Start Closing Date: Applications will be considered as they are received

Salary: GBP £26,306 - £27,182 (Grade 4 Spinal Column Point 8-10 -(Pro-Rata £9,712 - £10,035))

Contract type: 15 hours per week (Three days a week 3pm – 6pm)

Contract term: Term-time only, Permanent

Forest Academy is a one-form entry School. We are looking to appoint new a dedicated and resourceful Afterschool Club Manager, to provide child care for pupils attending the Afterschool Club. The role will be three days a week – the school is happy to negotiate the days of the week.

To apply, please click apply, complete application form and once completed, submit the application form to croydonhubrecruitment@inspirepartnership.co.uk.

The Afterschool Club Manager will:

- Offer the children a wide range of play activities and ensuring that the club offers the children a relaxed, informed and caring environment.
- Set out activities before the children arrive and pack up at the end of the session.
- Order and serve healthy meals/snacks in order to promote healthy eating.
- Preparation of food and cleaning away

Main Duties include:

- Co-ordinate the planning, implementation and monitoring of a varied programme of group and individual activities, appropriate to the age ranges of the children involved, in a secure and friendly atmosphere in order to widen children's interests and develop their participation in play.
- Order, prepare and serve healthy meals/snacks in order to promote healthy eating and cleaning away.
- Liaise with the school, parents and external agencies on the implementation of appropriate strategies to ensure that all children are supported pastorally.
- Encourage appropriate behaviour and social interaction between pupils.
- Administer first aid, maintaining records and informing parents. Report all serious accidents to the Headteacher as soon as possible.
- Ensure that effective arrangements are in place for the escorting of children and the safe delivery to parents and/or named carers.
- Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- Ensure the accommodation used is maintained to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff, reporting any issues to the site team. Training & development of self and others
- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills, including attendance at annual safeguarding training.
- Be aware of confidential issues linked to home /pupil /teacher /school.

- All support staff are required to foster and apply a supportive relationship with all children and in particular to promote acceptance and integration of children with Special Educational Needs.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values systems including rewards for positive attitudes and behaviours and sanctions for negative ones

General:

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may change from time to time without changing the character of the post or the level of responsibility. Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.