Greenslade Primary School JOB DESCRIPTION -
JOB TITLE: Breakfast and After School Club Manager – Term time only

JOB SUMMARY

1. To be accountable for the day to day operation of the Breakfast and After School Club at Greenslade Primary School.
2. To provide a caring, secure and safe environment in which children develop confidence and flourish a result of the high quality provision and positive relationships with staff.
3. To plan, design, lead and supervise an appropriate range of engaging and inspiring play based activities for our children between the ages of 4 and 11.

PRINCIPAL ACCOUNTABILITIES

1. To ensure that the club operates safely by following all school policies and procedures relating to Health and Safety and Safeguarding Children. This includes having due regard for children's medical and dietary needs.

2. To ensure that the club operates fairly as a result of careful application in relation to policy and practice related to Equality of Opportunity and Special Educational Needs.

3. To ensure that the club operates successfully through the effective and mindful leadership, deployment and management of Breakfast and After School Club staff.

4. To ensure that the club operates smoothly, effectively and happily through the efficient organisation and management of the spaces available, and through the thoughtful application of our Behaviour Policy.

5. To ensure that the club operates effectively through the establishment of positive relationship with Parents and Carers of children attending the club.

6. To ensuring that the club operates effectively through clear and timely communication with Parents and Carers of children attending the club.

7. To ensure that the programme of activities is engaging and interesting to the children and young people using the facilities by developing, planning, costing and leading appropriate on site activities and identifying and accommodating changing needs.

8. To maximise the educational value of the play through effective liaison with the Headteacher, and play professionals and through the development of appropriate and engaging activities.

9. To ensure that the club is successfully led and accountable through the maintenance of agreed records including registers, contact forms, medical forms and health care plans, accident books, financial transactions etc.

10. To take the lead role in the implementation and monitoring of new initiatives ensuring that where necessary staff are trained to enable the service to adapt to change and function efficiently.

11. To ensure that the club operates efficiently and effectively through the management of the collection of fees and then liaise with the Senior School Admin Officer who will record and bank money collected