

Extended Schools Manager

Permanent: 23.75 hours per week, 39 weeks per year (term time plus all inset days)

Hours: 7.15-9.00 and 3.00-6.00 Mon-Fri.

Salary Grade: LBR06

Reports to: Headteacher

JOB PURPOSE:

To be responsible for the development and daily management of the Club providing a safe and caring environment in line with relevant statutory guidance, where children aged 4 - 11 years of age can enjoy a range of play, learning and leisure activities. To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children and young people, using observations and their requirements. To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

PRINCIPAL ACCOUNTABILITIES:

- To undertake the daily management of the Club, supervising staff, any parents/carers and volunteers, participate in their selection, ensure appropriate induction and training to ensure that they are aware of their duties, maintain high standards and quality throughout the Club, ensure the health, safety and welfare of the children and implement activities in line with relevant statutory guidance.
- To plan and develop appropriate activities to ensure that relevant national standards and guidance are met at all times and take a key role in suitably equipping the Club in order to support children's physical, emotional, social and intellectual development considering ethnic, cultural and linguistic backgrounds.
- To develop and regularly review a set of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the Club.
- To be responsible for the preparation required for any inspections of the Club, e.g. OFSTED, and action any recommendations that may result from inspection.
- To carry out administration procedures, record keeping, ordering and purchasing in accordance with Club systems.
- To keep up-to-date, and ensure the club complies, with relevant new legislation, procedures and requirements, including hygiene and health and safeguarding regulations.
- To market the Club, monitor the number of places being used and how the resources (staff, premises and equipment) are utilised to ensure that the Club is sustainable and runs in the most efficient and effective manner.
- To identify any potential child protection issues related to specific children or to the overall running of the club, liaising with the school's Designated Child Protection Liaison Officer and other professionals as appropriate in order to safeguard and promote the welfare of children and young people.

- To develop and maintain good communication with all staff, head teacher and with parents/carers.
- To consult with parents, carers, children and young people on the ongoing evaluation of the quality of the provision and to regularly undertake self-evaluation of the club.

WORK CONTEXT

The extended schools Manager has the responsibility of ensuring that the club runs smoothly and that all staff will be directed in an organised and consistent way. The safe and happy play environment of the Club depends on the management skills of the Club Manager. The Club Manager will be expected to direct and supervise the Club staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action. The post holder must have an extensive understanding of the relevant statutory guidance. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children, young people and staff and provide feedback to professionals and parents and other stakeholders. The post holder will be expected to be a key-holder, securing the premises at the end of their working day.