



After-School Childcare Manager (ASCM) – Job Description (Pay grade Surrey 6-7)

Candidates working towards this Job Description/ Developing Skills would be employed on Surrey 5, initially.

Purpose

The role of the ASCM will be to manage and run the St Mary's after-school childcare provision, delivering outstanding out of school childcare to support working parents and carers within our community. The focus of the club will be on creating a safe, happy and stimulating environment for all the children attending.

The list of duties below is typical of what the After-school club manager will be expected to perform. It is not exhaustive and other duties of a similar level may be asked for when required.

Responsible for: After-school play workers/assistants

Reporting to: Assistant Head Teacher

Main responsibilities:

- To be responsible, under the leadership of the Assistant Head Teacher, for the effective management, day to day running, supervising and planning of St Mary's after-school provision, ensuring a safe and secure environment for children to play.
- Draw up an annual after-school club plan with the support of the Assistant Head Teacher to monitor progress.
- Working as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Demonstrate a sound understanding of school policies/procedures and implement these effectively ensuring all aspects of safeguarding are monitored to the highest standard.
- Create a detailed weekly plan of play activities, which are appropriate, varied and enjoyable, supporting the development of the children's skills and experiences.
- Create a stimulating, clean and safe environment for the children to play, whilst evaluating and adapting their responses to activities in order to meet their needs.
- Ensure staff are aware of planned activities, appropriate for the age and number of children, discuss and assign individual responsibilities to staff as/when required.

- Ensure appropriate levels of staff ratios are maintained at all times, taking responsibility for staff absences and sourcing appropriate cover.
- Conduct yearly staff appraisals meeting any development needs through appropriate mentoring/training.
- Maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details.
- Ensure appropriate equipment and resources are available and in good condition.
- Maintain hygiene standards complying with food handling regulations.

General Responsibilities:

- Co-ordinate the support of pupils through planning, preparation and delivery of appropriate activities.
- Be aware of all after school activities and identify tasks as required, club ratios could change depending on other after school clubs.
- Co-ordinate and help set up and clear away all equipment/activities before and after all after-school club sessions.
- Assist with the preparation and serving of food as required.
- Create a welcoming and supportive environment for the children attending the club each day.
- Be responsible for the management of the behaviour of the children attending.
- Be responsible for the registration or signing in system each day.
- Set a good example in terms of punctuality, behaviour and attendance.
- Be responsible for the purchasing, managing and auditing of stock and resources.
- Be responsible for the maintenance, cleanliness and safety of all equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health and Safety, security, administration and confidentiality, reporting concerns to an appropriate person.
- Maintain positive relationships with staff, parents/carers and members of the community.
- Promote the Christian values of St Mary's ensuring a positive image of the school is maintained at all times.
- Participate in training, learning activities and performance development as required.

Pupil Welfare:

- To ensure first-aid policy is complied with, ensuring excellent and caring support is given to students when injured or unwell.
- To provide first -aid and assist children, notifying parents whose children have medical problems.
- Maintain records when required of incidents and of first aid treatment given.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support the development of pupils with special educational needs/or disabilities.

Development of after-school provisions:

- Develop and grow the wrap around childcare provision, enabling St Mary's to extend services to support working families outside of the school day.
- Assist with the promotion and marketing of the club.

Confidentiality:

- Maintain confidentiality inside and outside the workplace.
- Maintain data and reporting compliance in line with legal and DFE requirements.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Experience of working with and planning learning for 4-11 year olds in a play or educational environment.
- Appropriate childcare qualification (NVQ Level 2/3), or the equivalent in experience.
- First aid qualified (or willingness to undertake training).
- Food hygiene certificate (or willingness to obtain).
- An understanding of what constitutes good quality, accessible childcare, which meets a wide range of developmental needs.
- Understanding of safeguarding requirements and best practice.
- Understanding of positive behaviour management.
- Experienced in the use of a range of IT tools including Microsoft packages as well as a working knowledge of administration systems (registers/online payment systems).
- Good written and oral communication skills with the ability to build sound relationships with parents/carers and staff.
- Ability to apply relevant health and safety, equality and diversity, and other county/service policies and procedures.
- A willingness to undertake training to meet future requirements, including NVQ qualifications if not already in place.