



Job title: After School Manager

Salary: C1 22-25

Reporting to: Principal

Key responsibilities/Main duties include:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children and applying safeguarding procedures
- Setting up the play space including furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Providing support and supervision to play workers and other staff.
- Consulting with children and involving them in planning activities.
- Encouraging parental involvement in the club.
- Providing support and supervision to play workers and other staff, including volunteers.
- Holding regular staff meetings and conducting regular reviews and appraisals for staff
- Administration and record keeping, including staff and child records, financial records, ordering and purchasing, and working within an agreed budget.
- Developing and maintaining good communication with all members of the club, with schools, and especially with parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures, and the Early Years Foundation Stage.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Executive Headteacher or the incumbent of the post.



I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Head-teacher.

Name:

Signature:

Date:

After School Manager PERSON SPECIFICATION CRITERIA								
Qualifications		ESSENTIAL			DESIRABLE			
1	Appropriate Level 3 qualification	A	R					
2	Hold a food hygiene certificate				A			
3	Appropriate first aid training/Current 12-hour Paediatric First Aid Certificate				A			
4	Appropriate child protection training				A			
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE			
1	Good communication skills	A	R	I				
2	Ability to relate well to children and adults	A	R	I				
3	Ability to work constructively as part of a team and demonstrate leadership skills	A	R	I				
4	Good standard of literacy and numeracy skills	A	R					
5	Competent in using IT to support play and club administration				A			
6	Ability to work on own initiative				A			I
7	Awareness of Child Protection issues	A	R	I				
8	Understanding the varied needs of children and their families	A	R	I				
9	Understanding of and commitment to the provision of high quality childcare	A	R	I				
10	Understanding the issues involved in the delivery of quality play care	A	R	I				
11	Understanding the issues of equal opportunities	A	R	I				
12	Provide and facilitate safe and creative play	A	R	I				
13	Sound judgement and common sense	A	R	I				
14	Sufficient understanding and use of English to ensure the well-being of the children	A	R	I				

Experience		ESSENTIAL			DESIRABLE			
1	Experience working with children of the relevant age (4-11 years old)	A	R	I				
2	Experience of working in a child care or play work setting	A	R	I				
3	Experience of budgeting				A			

4	Experience of working across a variety of childcare settings				A	R	I
5	Experience of Administration	A					

Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	Willingness to make a positive contribution to the wider life of the school/Academy and community	A	R				
2	Appropriate and effective professional relationships with all		R	I			
3	Commitment to working in partnership with parents	A		I			
4	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
5	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
6	Ability to articulate, communicate and support the Christian ethos and values of Holy Trinity			I			
7	Excellent interpersonal, written and oral communication skills			I			
8	Prioritise, plan and organise self and others		R	I			
9	Think creatively in order to anticipate and problem solve		R	I			

The criteria will be evidenced as indicated below:

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.