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**ASSISTANT AFTER SCHOOL CLUB MANAGER
JOB DESCRIPTION
SCALE 5**

POST: Assistant After School Club Manager

GRADE: NJC Scale 5

HOURS: 22.5 hours Term Time Only (Monday – Friday, 2pm – 6:30pm)

RESPONSIBLE TO: After School Club Leader, Deputy Headteacher

GROUP MEMBERSHIP: Support Staff Team

MAIN PURPOSE OF THE JOB

- To effectively manage and supervise the work of the After School Club team.
- Line manage other workers to ensure the effective running of the school's After School Club.
- To work with the After School Club leader to provide an inspiring and stimulating play and care environment for children aged from 3 to 11 years old
- To involve children in designing and influencing the play and activity programme
- To work in partnership with parents and the school to continually improve the service
- To work in an inclusive manner to meet the needs of children with disabilities and to support vulnerable children
- To ensure the health and safety and welfare of the pupils and staff at all times

SUPPORT FOR PUPILS

1. Establish constructive relationships with pupils and interact with them according to individual needs.
2. Be aware of the needs of individual pupils and plan accordingly.
3. Promote the inclusion and acceptance of pupils.
4. Encourage pupils to interact with others and engage in activities.
5. To supervise children in an after school club setting: providing them with a stimulating, secure and pleasant environment.
6. To plan, organise and run a range of activities for children in the after school club.
7. To be a trained first aider.

SUPPORT FOR PARENTS/CARERS

1. To liaise with parents/carers in a positive and approachable manner.
2. Ensure that any incidents or injuries are shared with parents/carers.
3. To liaise with the Admin Officer responsible for Extended Services regularly regarding children attending after school club.
4. Ensure the ASC communication book is referred to daily.
5. Manage any late pupils.



SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos of the school.
3. Appreciate and support the role of other professionals.
4. Attend and participate in relevant meetings as required.
5. Participate in training and other learning activities and personal development as required.
6. To be aware of the health and safety issues in the after school environment and deal with problems effectively
7. To liaise with the School Business Manager regarding resources for the after school club, within the allocated budget.
8. To work with the Senior Leadership Team to develop, maintain and reviews procedures for the after school club.
9. To liaise with the Deputy Head Teacher on a regular basis, informing them of issues regarding after school club.
10. To keep up to date records of attendance at the after school club and to monitor late pick ups, reporting these promptly to the Deputy Head Teacher.
11. To act on messages passed on from class teachers about any incidents regarding pupil's day at school. To make a note of any incidents at ASC that may have an impact on the school.

PERSON SPECIFICATION

SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
Hold NVQ Level 3 or equivalent		X
Experience of working with children	X	
A commitment to the school's equal opportunities	X	
Enthusiasm for working with children	X	
The ability to plan, organise and lead a range of activities to engage and stimulate children	X	
Good verbal and written communication skills	X	
First aid qualification		X
The ability to manage a team	X	
The ability to keep accurate and up to date records	X	
Knowledge and understanding of Safeguarding	X	
Knowledge and understanding of confidentiality and data protection	X	

