



DRAYTON PARK SCHOOL

Job Description and Person Specification for Extended School Manager

Position:	Extended School Manager
Grade:	NJC Scale SO1
Hours:	Part-time 32.5 hours
School:	Drayton Park Primary School
Responsible to:	School Business Manager and Headteacher

Purpose

The Extended School Manager will run the school's breakfast and after-school club provision. They will be responsible for running a high-quality, safe childcare service and ensuring it runs at cost. They will liaise with parents and manage the administration associated with the service. Should the service grow to the point that it needs to employ further members of staff, the Extended School Manager will be responsible for managing these members of staff.

The Extended School Manager will also organise a termly rota of activity clubs for pupils.

Level of Contact with Children and Young People

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children, young people and their families and is subject to an enhanced DBS check.

Line Management

The postholder is responsible to the School Business Manager and Headteacher. They will line manage Breakfast and After School Club Workers.

Statutory Requirements

The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' Child Protection and Behaviour Management policies.

RESPONSIBILITIES

To Run a Breakfast and Afterschool Club Service

1. Create high-quality and varied activities for children aged 3-11, within a safe and caring environment.
2. Create a stimulating, clean and safe environment, including outdoor areas.
3. Maintain up to date first aid training and act as first-aider for pupils in breakfast and after-school club, in line with school and statutory policies and procedures.
4. Provide a high standard of care for children in the clubs, including those with special educational needs.

5. Establish safe and proper pupil behaviour in breakfast and after-school club, in line with the school's policy and ethos.
6. Monitor and evaluate children's responses to activities through observation, evaluating and adjusting activities, as appropriate to meet the needs of the children.
7. Ensure appropriate staff ratios are maintained at all times.
8. Ensure the clubs are well set-up and cleared up for each session.
9. Oversee the resources used by the clubs, ensuring they are in good condition, replaced and developed as appropriate and stored neatly and safely.
10. To provide pupils with a healthy breakfast and afternoon snack and manage the ordering, supply and storage of food appropriately.
11. Maintain appropriate hygiene standards complying with Food Handling regulations
12. To train and act as a Deputy Designated Safeguarding Lead for the school, and take responsibility for implementing safeguarding policies and procedures during breakfast and after-school club provision.
13. Maintain accurate registers of absence and attendance at breakfast and after-school clubs.
14. Be responsible for the delivery of activities, leading on general administrative, clerical and financial duties, with support from the Schools Business Manager.
15. Inform the School Business Manager of any debtors in line with the agreed Arrears Policy.
16. Assist in club marketing and promotion.
17. Attend and participate in meetings with the School Business Manager, Headteacher & Governors as necessary to ensure the smooth running of the club.

To Organise Termly Activity Clubs for Pupils

1. Work with school staff and external providers to create a termly list of varied activity clubs for pupils.
2. Publicise this list to parents, receive their responses and manage the allocation of places to pupils.
3. With support from the Schools Business Manager, ensure all activity clubs are costed appropriately.
4. Assist in the collection of monies for activity clubs.
5. With support from the Headteacher, oversee the quality of all activity clubs, ensuring they are stimulating, safe, appropriate and that pupils' behaviour is well-managed, in line with school policies and expectations.

Personal and professional development

1. Reflect on and evaluate your performance and be committed to improving your practice through appropriate professional development.
2. Have a creative and constructive approach towards innovation; being prepared to adapt your practice where benefits and improvements are identified.
3. Act upon advice and feedback and be open to coaching and mentoring.

Relationships

1. Establish fair, respectful, trusting, supportive and constructive relationships with all children.
2. Communicate thoughtfully, kindly and clearly with colleagues. Listen to them well. Build positive, trusting, professional relationships with colleagues.
3. If required, work constructively and professionally with a wide range of external agencies for the benefit of pupils and families.

Personal and professional conduct

1. Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. Abide by the school's code of conduct for staff.

2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
3. Understand and act within the statutory frameworks setting out your professional duties and responsibilities.

Knowledge, experience and training

- Essential:
 - Prior experience of working with children in an educational or playwork setting.
 - A relevant childcare qualification.
 - A good standard of spoken and written English.
 - A good standard of numeracy.
 - Capacity to offer excellent customer service to parents.
 - Flexibility and creativity.
 - Good organisational skills.
- Desirable:
 - Playwork Level 2 or above.

Physical Effort and / or Strain

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as playing vigorous games with children. It will also require the postholder to spend significant periods of time standing and walking.

Working Environment

The working environment will be part or all of the school premises. Much of the work will take place in the school playgrounds, outside.

Equipment

The post holder will need a good level of competency in the use of computers to:

- Communicate, including through email.
- Contribute to the creation of documents for pupils, staff and parents
- Create signage
- Create timetables
- Manage club finances.
- Order resources, including food.
- Manage attendance registers and the safe use and storage of personal information.
- Manage admissions to the clubs

General

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

Duties may vary from time to time without changing the character of the post or the level of responsibility.

Special Notes or Conditions

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.

Review

- The job description sets out the principle responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out.
- The job description may be reviewed from time to time in consultation with the post-holder in order to address the changing circumstances of priorities within the school.

Safeguarding

As a group of schools we take our duty of care to safeguard very seriously and promote the welfare of children. We are committed to ensuring our safeguarding and procedures reflect statutory responsibilities, government guidance and comply with best practice. Our policies recognise that the welfare and interests of children are paramount in all circumstances and we therefore take all necessary steps to protect them.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school. You will be expected in undertaking the above role to comply with any policies and procedures that the school may issue.