

# The Belham Primary School



## JOB DESCRIPTION -After School Care Manager (aka Owls)

**Grade: DH Support Staff 4**

### JOB SUMMARY

Managing and overseeing the day to day efficient operation of the Breakfast and After School Care through the management of staff, premises and equipment and liaison with other Playworkers to provide interesting, educational, complementary activities and sharing skills.

### PRINCIPAL ACCOUNTABILITIES

1. To be responsible for the smooth running of the Breakfast & After School Care.
2. To manage the staff employed to assist in the running of Breakfast & After School Care.
3. To ensure any paperwork, filing and relevant information is kept up to date.

### JOB CONTENT

1. The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required.
  - Supervise the staff in the care sessions including permanent, work experience, casual and seasonal staff.
  - Responsibility will include involvement in selection, discipline, training and development of staff and ensuring as far as possible a range of sport, game and craft skills.
  - Ensuring that the programme of activities is interesting to the children and young people using the facilities by developing, planning, costing and leading appropriate on site activities and identifying and accommodating changes needs.
  - Ensuring the safety and wellbeing of B&ASC (EBO) users through checking and maintaining play equipment, undertaking first line child protection measures and undertaking activities appropriate to the users at any given time.
  - Ensuring that the club is accountable through the maintenance of agreed records including registers, contacts, doctors, accident books, etc.
  - Taking a lead role in the implementation and monitoring of new initiatives ensuring that where necessary staff are availed of the necessary up skilling to enable the service to adapt to change and function efficiently
  - Monitoring premises in terms of health and safety, to ensure it is in good repair reporting defects to the school staff and ensuring that high levels of security are maintained.
  - Monitoring the play equipment to ensure the appropriate health and safety standards in terms of construction, repair and suitability for the users.

- Operating as the lead officer during the sessions including making recommendations for change and development to the service.
- Developing planned programmes of activities for each term, varying these to suit the age and preferences of users. Ensure that the activities are suitable for children who may need special attention and/or come from various racial, cultural and religious backgrounds. Where this includes off site visits, obtaining the appropriate consent documentation and identifying special medical or other needs.
- Encouraging development of social skills and appropriate behaviours. Involving children in the selection of activities.
- Liaising with other staff to share activities and skills and widen the range of activities available to the club.
- Effectively dealing with enquiries and complaints from parents in a timely and efficient manner.
- Purchase, within budget, materials and resources ensuring value for money.
- Keeping local records appropriate to the service and complete monitors and returns if requested.

## 2. Administration and maintenance of information, including:

- Contacting parents where necessary, liaising with the Head of School, School Business Manager or teacher on outcomes if necessary.
- Ensure records of any accidents are kept up to date.
- Ensure menus are kept up to date and record if changes in food given are made. Liaise with chef where appropriate.

## 3. Child Protection

- To having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Dulwich Hamlet Educational Trust's safeguarding policy.

## **JOB CONTEXT**

**Reports to:** The School Business Manager and the Head of School

**Supervises:** All Breakfast and After School Care Assistants (Earlybirds & Owls)

**Contacts:** The School Business Manager / Senior Administrative Officer, other office staff, the teachers, pupils, parents/carers.

**Financial Responsibilities:** None other than those as designated in job description indicating best value for purchases.

### **Key Organisational Objectives:**

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality initiatives
- Commitment and contribution to improving standards for pupils within the school as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils.

### **Conditions of Service:**

Governed by the Trust's Policy on Pay and Conditions of Service.

### **Special Conditions of Service:**

The postholder may be required to work outside of normal school hours on occasion, with due notice.