

HOLY TRINITY PEWLEY DOWN SCHOOL
JOB DESCRIPTION

POST TITLE: Manager After School Clubs (Extended Schools)

JOB PURPOSE:

- To be part of a greater team
- To lead after school activities between the hours of 15h00 and 18h00
- To prepare a healthy tea for the second session
- To lead activities and assist in the day to day organisation
- To liaise with parents/carers

RESPONSIBILITIES
<ul style="list-style-type: none">▪ Providing safe, creative, appropriate play or rest activities planning and preparation of those activities when requested, participating and having fun with the children, cleaning up afterwards etc.▪ Taking part in the day to day administration, record keeping maintaining of materials and equipment.▪ Planning activities and assisting with the recruitment of new Playworkers▪ Supervising play workers on a daily basis▪ Ensuring a health snack is provided and that food hygiene is maintained.▪ Administering First Aid as appropriate and recording of any First Aid given.▪ Liaising with parents/carers including running the bookings for places▪ Welcoming parents, school representatives and other visitors to Clubs+ and Pups and ensuring that parents receive excellent communication and support from all members of staff.▪ Carrying out all responsibilities and activities within an equal opportunities framework.▪ Willing and able to take funded training.▪ Any other reasonable request.

Person Specification

Applicants will be required to meet/demonstrate the following specifications:

- E A relevant playwork qualification.
- E A good knowledge of the playwork principles.
- E A commitment to equal opportunities
- E Ability to provide safe, creative and simulating play
- E Ability to communicate at all levels
- E Experience of working with groups 7 - 11 year olds
- E Ability to meet children's individual needs
- E Ability to use judgement and common sense
- E Ability to work as part of a team
- E Ability to take training relevant to the job
- E Supervision of staff experience.
- E Ability to deal with any minor incident in a calm manor
- E Keep all information confidential

- D A current First Aid certificate
- D A current Food hygiene certificate
- D Some experience of administration
- D Experience of working with a voluntary management committee
- D Ability to work on own initiative
- D Computer literate
- D Treat all parents, carers and teachers with respect

(E= essential D= desirable)