**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Generic School Club Manager**

**Role Profile and Person Specification**

**November 2007 (updated August 2019)**

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| **Job Description** | |
| **Job Title:** | **Generic School Club Manager** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 3 – Scp 5 - 6** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Reports to:** | **<please insert here>** |
| **Responsible for:** | **<please insert here>** |
| **Role Purpose and Role Dimensions:** | Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils and in particular those in the class allocated under the duty rota. Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school. |
| **Commitment to Diversity:** | As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | * External food suppliers * Social Services |
| **Key Internal Contacts:** | * All staff and pupils |
| **Financial Dimensions:** |  |
| **Key Areas for Decision Making:** | * Purchasing of food and play materials |
| **Other Considerations:** |  |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Support for the School** | **This will involve:**   * Purchasing of food items and play materials within agreed budget; * Drawing up menus, cooking, supplying and providing refreshments to children in line with government food hygiene standards; * Ensuring safe, creative, appropriate play opportunities in a safe and caring environment; * Carrying out day to day administration, record keeping, ordering and purchasing material and equipment; * Encouraging parental involvement and support of the club; * Initiating close liaison with parents, carers, and other childcare and play related agencies; * Arranging and attending meetings as appropriate; * Understanding and adhering to the school’s policy on behaviour and child protection. * Having an understanding of the National Standards and the ability to meet to them; * Understanding children as individuals particularly the characteristics, needs and interests of each age group; * Valuing each child’s backgrounds and experiences; * Treating all children with sensitivity and fairness and respecting confidentiality. * Managing and leading a team of Lunchtime / After school or Breakfast Club Assistants in the effective organisation and operation of the Children’s Club * Prepare, maintain and use resources required to meet requirements and assist pupils in their use. * Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. * Be punctual and reliable. * Liaise with meals staff to ensure that systems are working effectively. * Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school. Reflect with team on successes and issues of concern. Induct new staff in policies, procedures and as part of a team. Chair fortnightly meetings with breakfast/meals staff. Cover absences. Co-ordinate rotas and timetables. * Keep up-to-date records and an accurate register, ensuring the correct number of pupils are present. * Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. * Attend and contribute to meetings held with parents to discuss any concerns. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. * Appreciate and support the role of other professionals. * Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
|  | * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the School/Academy's Equal Opportunities policies and to the standards of customer care. * Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. * Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time. |
| **Support for Pupils** | **This will involve:**   * Ensure that the meal/play arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs. * Support pupils in meal/play arrangements. * Administering first aid as necessary and ensuring the well-being of sick children; * Ensure the practice of reading stories or playing games. * Ensure that pupils are safely delivered to parents and or named carers. * Ensure that the pupils dry their hands. * Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall. * Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch receive the correct meal. Pour water for the pupils. * Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils ether side of them. * Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean. * Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils. Ensure pupils are dressed appropriately for the weather (checking coats are fastened). * Ensure that a “band” system to go to the lavatory is operated, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class. |
| **Green Statement** | **This will involve:**   * Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Data Protection** | **This will involve:**   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**. |
| **Confidentiality** | **This will involve:**   * You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities and Diversity** | The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams. |
| **Safeguarding** | **This will involve:**  • Displays commitment to the protection and safeguarding of children and young people.  • Values and respects the views and needs of children and young people.  • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. |
| **Customer Care** | **This will involve:**   * Able to demonstrate a commitment to the School/Academy’s Customer Care Policy. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Health and Safety** | Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of the School Team** | **This will involve:**   * To participate in training to be able to demonstrate competence. * To participate in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the School/Academy. * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |

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| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **School Club Manager** |
| **Essential knowledge:** | * NVQ Level 3 or equivalent qualification or experience. * Understanding of relevant polices/codes of practice and awareness of relevant legislation. * Commitment to and understanding of Equal Opportunities. * Basic understanding of child development and learning. * Knowledge of food hygiene |
| **Essential skills and abilities:** | * Good numeracy/literacy skills and communication skills. * Confidence in dealing with young people, maintaining discipline and motivation. * Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\* * Displays commitment to the protection and safeguarding of children and young people. * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children * Ability to self-evaluate learning needs and actively seek learning opportunities. * Ability to relate well to pupils and adults. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * Ability to cook meals. * Ability to manage a small team |
| **Essential experience:** | * Working with or caring for pupils of relevant age. * Prior budgetary experience is essential. |
| **Special conditions:** | * Enhanced DBS check |

\*Further advice on specific points in this role profile can be obtained from your HR provider.