



## Job Description for Breakfast and Afterschool Club Manager

Name  
Post Breakfast and Afterschool Club Manager  
Salary NJC GRADE 3 WCC LPP 4-6  
Hours 20 hours per week term time only.

### **Description of Post**

Under the direction of the Headteacher supervise childcare, play and educational activities within the Breakfast and After School Club.

Hours are fixed 7.30 am to 9.00am  
3.30pm to 6.00pm

In addition to those professional responsibilities which are common to all support staff in the school, the postholder's key accountability will be for the care and welfare of children in childcare. Links to Every Child Matters Agenda are also important:

- Be Healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

### **Duties and Responsibilities**

To provide childcare, play and educational activities within the Breakfast and After school Club. You will be required to familiarise yourself with the aims, policies and procedures of the School Childcare Clubs.

You will be expected to support the Governing Body in achieving its aims. Your particular attention is drawn to the expectations of the Governors that you will: -

- Work closely with the Headteacher to ensure that children achieve the highest possible standards during the time spent in childcare supervision
- Under the direction of the Headteacher undertake work/care/support programmes that support the delivery of an appropriate curriculum for all pupils, planning work and evaluating outcomes of pre-determined learning programmes.
- To maintain a planning file including a timetable of activities with evaluations undertaken on a weekly basis.
- Positively influence the children's attitudes, appearance and behaviour through example, practice and discipline.
- Promote the image of the School's Childcare facilities, within the Community, as an institution with the highest standards.
- To organise a menu, following LA guidelines, showing an awareness of Food Hygiene safety
- To undertake training as and when needed
- To undertake weekly shopping to ensure Food Stock is at levels to maintain the running of the Childcare Provision.

- To administer first aid when needed.
- To undertake any duties as directed by the Headteacher
- Liaise with Parents/carers on a daily basis
- Liaise with School Office in regard to registers/attendance of club.
- Ensure the safety, welfare and well-being of pupils in club.

**Conditions**

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the Head Teacher or Learning Support Co-ordinator within the expertise of the post holder. The post holder must comply with the Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy which means that smoking is not allowed in the workplace.

Signature:..... Date:.....