



WE'RE HIRING

- After School Club Manager
- Monday- Friday
- 3pm-6pm
- 15 Hours Per Week
- Level 3- Grade 4 (SCP7-11)
- £25,584 Per Annum/Pro Rata
- Term Time Only
- Contract Type: Temporary- One Year
- Start Date:
Monday 24th February 2025

Apply Now



sbm@benchill.manchester.sch.uk



JOB DESCRIPTION

Purpose of the job:

To lead and be responsible for the day to day organisation of the After School provision at Benchill Primary School, providing high standards of care and play opportunities for children between the ages of 3- 11 years old in a safe and secure environment.

Main Duties and Responsibilities:

- Leading and delivering the After School Provision.
- To lead the day to day management and organisation of the After School Club.
- To provide line management to a team of learning support assistants/play workers, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members.
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality, dynamic and creative play opportunities in a safe and caring environment.
- Liaise with the school with regard to the needs of the children who attend the club.
- To liaise with parents to encourage parental involvement and support of the After School Club.



Management and Administration:

- Have due regard for safeguarding and promoting the welfare of children and to follow the School's safeguarding and child protection procedures and policy and to act promptly to ensure the safety of children, including making referrals, keeping records and communicating with the DSL.
- Uphold and implement policies in line with the school ethos, procedures and systems in partnership with the staff team and the Governors.
- To ensure that adequate standards of safety and hygiene are maintained throughout the After School Club, implementing appropriate risk assessments and recording and reporting of hazards, accidents and first aid.
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school's finance department to ensure rigid financial control of the After School Club budget and be responsible for the ordering and purchasing of equipment, supplies and resources.



Management and Administration:

- Liaise with the school finance team to administer bookings.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance of staff and pupils and liaise with the school.
- Develop professional working relationships with the school, all relevant professionals and authorities.
- Monitor and evaluate the quality of the service.
- To develop and manage the planning and organisation of the After School Club.
- Attend meetings with the Headteacher and business manager and prepare reports for the Governors in conjunction with the business manager.
- To ensure that all staff work within the guidance and procedures of the school's policies.
- To carry out any other duties which will be seen to enhance the work of the After School Club.



Staff:

- Recruitment and induction of staff is carried out in accordance with the school's guidelines and safer recruitment policy.
- Manage cover for staff illness and absence.
- To work in partnership with the school's Leadership Team to provide an appraisal system for staff and organise staff training to meet identified training needs.
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending meetings to keep updated in all current issues relating to providing this service.



JOB SPECIFICATION

- NVQ Level 2 in Childcare, or equivalent experience of working with children.
- Practical knowledge of child development and child related issues.
- Experience of working with children and parents, planning, initiating, organising and developing play.
- Ability and willingness to acquire knowledge of relevant legislation and procedures.
- To be able to communicate in a helpful and sensitive manner with children and adults.
- Ability to identify and meet children's needs both individually and within a group.
- To have strong team working skills.
- Personal commitment to self development and willingness to attend training.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.
- Willingness to be flexible in working arrangements.
- To have good organisational skills.
- Ability to use their own initiative and get the job done.
- Enjoyment of working with children.
- A positive outlook.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding pupil's wellbeing and equality.



HOW TO APPLY

Applications from suitably qualified and experienced candidates will be by application form followed by interview and observation.

Applications to be received by 12 noon on:
Monday 3rd February 2025.

Applicants are encouraged to contact the school for further details and visits.

Successful applicants will be subject to suitable references and full and enhanced DBS checks.

Email your completed application form to:

sbm@benchill.manchester.sch.uk

Thank you,

Mr Steven Rooney

Headteacher