



Job Description: Out of School Club Manager

Post Title: Out of School Manager
Responsibility: For the management and efficient running of Sedgefield Out of School Fun Club and the welfare of the children attending
Accountable to: The Directors of Sedgefield Out of School Fun Club

Purpose of the job:

To lead and be responsible for the management and organisation of Sedgefield Out of School Fun Club, ensuring legal requirements and quality standards are met at all times, providing high standards of care and play opportunities for children between the ages of 3- 13 Years old in a safe and secure environment. To provide on-going supervision and support for the Fun Club staff team.

Main Duties and Responsibilities:

Delivering Out of School Provision:

- Lead and be responsible for the efficient day-to-day running of the Sedgefield Out of School Fun Club and overall delivery of a high-quality service, ensuring children have an opportunity to learn and develop in a safe and caring environment.
- Work with all staff to provide care, play opportunities and activities, both indoors and outdoors, at every session, in a safe, caring, stimulating educational environment, with regard to the individual development needs of the children.
- Liaise with Sedgefield Primary School staff and other professionals where appropriate, with regard to the needs of the children who attend Fun Club.
- Communicate with parents/carers in a positive, sensitive and constructive manner, encouraging parental support and involvement.

Management and Administration:

- Maintain all records relating to the management of Fun Club ensuring confidentiality and data protection of the children, their families and members of staff.
- Be responsible for the day to day administration and record keeping; that includes maintaining records of attendance and providing statutory returns to Ofsted, Companies House and the Charities Commission, and other appropriate records as required.
- Manage bookings, billing and the collection of fees, including from 30 hour funding and childcare vouchers, keeping appropriate records. Manage payroll procedures.
- Be responsible for the ordering and purchasing of equipment, supplies and resources.
- Effectively manage the occupancy levels of Fun Club and appropriate staffing ratios; including managing the waiting list and offering child care places. Promote and market Fun Club effectively to maintain occupancy.
- Maintain professional working relationships with the school, all relevant professionals and authorities including the Local Authority and Ofsted.
- With support from the Directors, monitor and evaluate the quality of the service. Regularly report to Directors and attend meetings.
- Uphold, implement and regularly review all policies and procedures of Fun Club in partnership with the staff team and the Directors.

- Ensure that adequate standards of safety and hygiene are maintained throughout Fun Club, including the completion of appropriate risk assessments and the recording and reporting of hazards and accidents.
- Ensure all staff understand and work to Fun Club's policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies, completing records as appropriate.
- Where appropriate, ensure staff members understand and work to the EYFS framework, policies and procedures at all times.
- Manage the staff team effectively, including having regular staff team meetings, supervision and appraisals. Ensure staff's individual skills are deployed to provide the most effective care and supervision of the children.

Personal:

- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Present as a role model for children and colleagues in terms of speech, dress, behaviour and attitude, including maintaining and promoting a positive image of Fun Club to children, parents/carers and visitors.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Directors of Sedgefield Out of School Fun Club.