

## After School Care Manager/Supervisor KS1

### JOB DETAILS

**Contract type:** Part Time 3pm-6pm Monday to Friday, Term time only/Permanent

**Location:** Based at Woodham Rise (our Pre Prep site)

### MAIN PURPOSE

Halstead St Andrew's is seeking to appoint a caring and professional After School Care Manager/Supervisor KS1 from September 2024. The successful candidate will need to manage the After School Care (ASC) on a day-to-day basis whilst providing high quality child-care in compliance with the ASC's policies and arrangements.

**Responsible to:** The Head of Pre-Prep and Deputy Head of Pre-Prep.

### PRINCIPAL RESPONSIBILITIES

- To lead and manage the Afterschool Care Team in providing high quality childcare.
- Ensure the provision is constantly evolving, providing the best possible provision for our children.
- To manage the day-to-day duties including attendance registers and bookings etc.
- To liaise with Parents and carers in an approachable and professional way.
- Work with staff to provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual developmental needs of the children.
- To lead and motivate staff to deliver high quality creative play opportunities in a safe and caring environment.
- To ensure the set up and clearing away the ASC area paying full regard to Health and Safety, leaving room clear and clean for other purposes.
- To cater for the needs of the children attending the After School Club.
- To supervise the preparation of food and drinks for the children and supervise them eating.
- To provide support and supervise games and activities.
- Report any concerns regarding the After School Care to the Head of Pre-Prep or Deputy Head of Pre-Prep
- To undertake appropriate training and development activities.
- To keep confidential any information regarding the children or their families that is learnt as part of the job. Confidentiality must always be respected.
- To observe the codes of conduct and behaviour as detailed in the Staff Handbook.
- To support colleagues and to demonstrate loyalty to the school at all times.
- To be aware of the school's Safeguarding and Health and Safety policies and implement them when appropriate.

*These are the key responsibilities as currently defined and are not listed in priority order. Post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key responsibilities may be varied.*

## OTHER AREAS OF RESPONSIBILITY

### Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the wellbeing and safeguarding of all pupils in the school and support the pastoral systems within school.

### Person specification

CRITERIA	QUALITIES
Personal qualities & skills	<ul style="list-style-type: none"> <li>• Interaction on a professional level with colleagues, with the aim of improving the quality of teaching and learning in the school.</li> <li>• Highly organised and with attention to detail.</li> <li>• Calmness and efficiency and the ability to work under pressure at certain times.</li> <li>• Understanding of the nature of independent education and of the high expectations therein.</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2024

Headteacher signature:

Postholder's signature:

Date:

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure by the Disclosure and Barring Service (DBS).**