

	<h1 style="text-align: center;">Wilf's Club Manager Job Description & Person Specification</h1>	
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The Wilf's Club Manager works as part of a team, to ensure each child and their family receives a high quality and consistent experience in the club. The Wilf's Club Manager is responsible for the day to day activities in the club and ensuring the children are given opportunities to play freely or engage in organised activities.

Reports To: The Headteacher

Job Description - Responsibilities and Duties

General Responsibilities

1. Actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
2. Responsible for the setting up and clearing away of all activities and equipment and to help ensure the smooth running of the before and after school club provision
3. Promote positive relationships with parents, carers, children and colleagues
4. Attend meetings and training as appropriate
5. Work as part of a team and support colleagues
6. Assist with any other tasks not set out above, as and when required, as reasonably requested by the Headteacher

Childcare Responsibilities

1. Actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
2. Interact with children, respect, listen and consult with them and encourage them to express themselves
3. Lead group activities such as games
4. Ensure a safe and caring environment
5. Ensure the safe delivery and collection of children
6. Prepare and provide children with a healthy and nutritious snack, ensuring hygiene and health & safety standards are met
7. Clearing away the snack and washing up
8. Engage with the club specific rules and expectations

Club Administration

1. Regularly review and update the Wilf's Club Policies and Booking Terms and Conditions in conjunction with the Headteacher
2. Process any early or late booking charges, in line with Wilf's Club terms and conditions as required
3. Complete the Club's financial administration by reconciling credit card and child care booking receipts to the bank statement, and updating parents magic booking records
4. Chasing any debts in a caring and considerate manner, raising any concerns early with the Headteacher
5. Complete the weekly food shopping order for the club, take delivery and put food away, taking care to minimise food wastage.
6. Review and publish the weekly food menu's, incorporating any changes to ensure an ongoing balanced and varied food offering for the club
7. To ensure that the booking system is run efficiently, taking into account spaces available.

Communication

1. Welcome Parents and Carers, introducing yourself, talking to them and providing positive feedback about their child's day
2. Respond promptly and professionally to all parent communications, by telephone and email.
3. Communicate effectively with team members

Health & Safety

To be responsible for the health and safety of the setting ensuring that it is safe for club users and all policies and procedures are being followed and regulations are being met.

1. Be aware of the safety of yourself, children and team members in club
2. Understand your safeguarding responsibility and discuss any concerns with the Headteacher
3. Be aware of security procedures when opening the door to the club and letting parents/carers in
4. Administer first aid and complete appropriate paperwork
5. Ensure that high standards of hygiene and safety are maintained at all times
6. Follow Food Hygiene regulations when preparing food
7. Read and understand the Club Risk Assessments and do on the spot Risk Assessments

Person Specification

Knowledge and skills

1. Ability to understand and meet children's needs
2. Good interpersonal and communication skills, including being able to communicate clearly and effectively with parents/carers, children, staff and other professionals
3. Ability to remain calm, work on own initiative to problem solve and make decisions
4. The post-holder will have basic knowledge of Food Hygiene (level 2), Health and Safety, First Aid (Paediatric First Aid Course) – appropriate training will be provided
5. Lifting and Handling and Fire Prevention for which appropriate training will be provided
6. To be competent in the use of IT systems and any appropriate software required for the running of the services
7. Administration of the Magic Booking system (training will be provided)
8. Full working knowledge of relevant policies/codes of practice/legislation

Experience

1. Experience of working with children of primary age, ideally in a play setting
2. Previous experience of managing pupil behaviour in a workplace setting

Signed Date