



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 OLQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Post title Breakfast & After School Club Manager
School: St Ann's Church of England Primary School
Salary and range: SCP 8 £9,262 (actual salary)
Line manager: Headteacher

Main purpose of the job

To lead and manage the Breakfast and After School Club team to ensure the safe provision and appropriate supervision of pupils who attend.

Duties and Responsibilities:

- To be the Designated Safeguarding Lead for the Breakfast and After School Club.
- Lead and manage the Breakfast and After School Club team ensuring effective deployment of staff
- Interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur
- To act a role model for the Breakfast and After School Club staff by interacting and communicating with the children and setting up and engaging in play-based activities.
- Ensure children have the opportunity and resources required for them to be able to complete their homework.
- To plan and organise appropriate play-based activities and promote special 'focus days' within the Breakfast and After School Club setting.
- To order food and drink as required and ensure a balanced menu across the week.
- To ensure all related documentation is completed and reviewed as necessary e.g. policies and planning
- To meet the needs of all the pupils attending the club and to contribute to providing a warm and caring environment
- To assist with daily administration and record keeping
- To take responsibility for groups of children in activities as an individual or supported by other team members ensuring correct ratios are maintained
- To establish good, professional working relationships with parents and carers and to provide opportunities for feedback
- To administer minor first aid (as trained) and assist with sick children where necessary. To comply with Health and Safety policies in place at all times ensuring all accidents are recorded appropriately in the accident book and that parents are informed.
- To ensure all staff receive food hygiene training as necessary
- To keep staff training records (including copies of certificates)
- To act as a point of contact between school and Breakfast and After School Club.



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- To ensure the Breakfast and After School Club is set up ready for the children as they enter each morning or afternoon.

General

- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the school
- Working to and within school policies and procedures, including safeguarding, child protection and health and safety
- Taking care of own and other people's health and safety

The post is subject to Enhanced Disclosure.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.