Jennett’s Park CE Primary

JOB DESCRIPTION

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| Job Title: Breakfast Club Manager | Section/Location: Breakfast Club wraparound care |
| Jennett’s Park CE Primary  | Grade/Salary Range: Bracknell Forest Grade H |
|  | Working Pattern: Monday - Friday, 7am – 9am term-time only |

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| As Breakfast Club Manager, you will have overall responsibility for the day-to-day operations and management of an after school club. Managing and directing a small team, you will ensure the safe and organised running of the club. Every afternoon, the Breakfast Club Manager will supervise a before school club where you and your team will directly organise, deliver and participate in, activities with the children in your care. You will ensure all activities are delivered to Jennett’s Park and Ofsted standards at all times. The applicant must have experience with management within a childcare setting. They should be passionate and enthusiastic, punctual, organised and have good communication skills. |
| **DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE** |
| Works under the direction of Inclusion Team within school  |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Overall responsibility for the day to day management of the Breakfast Club at Jennett’s Park
* Create signs and notices & maintain parent information board.
* Behaviour management & writing behaviour management plans that follow the school’s current plans.
* Managing & supporting other members of staff.
* Monitoring & ensuring all children’s medical needs are met, consent forms are collated and medicines are stored securely.
* Knowledge of dealing with children who have allergies that may need treatment from an EPI PEN.
* Print off daily registers & manage safe and secure ‘sign in & sign out’ process each day, communicating effectively with school staff & parents at all times
* Daily face to face contact with parents - dealing with queries and passing on information.
* Develop a thorough planned programme of activity and deliver activities accordingly to children each morning, directing colleagues as appropriate.
* Day to day running of the club - preparing and setting up activities, register/boards updates & reporting via email to JPCE any issues as they arise, answering parent queries & directing staff to their daily tasks.
* Have awareness of, and maintain sensitivity for, any children with additional needs (Physical, Behaviour, Dietary)
* Health, Safety and Food Hygiene Management including training other staff, daily checks and daily diary
* Liaising with relevant school staff - Teachers/LSA’s, SENCO and office staff.
* Ordering stock and weekly food shop (developing new healthy menus termly that don't contain any allergens). Purchase healthy snacks for the Breakfast Club
* Actively develop a thorough understanding of relevant Ofsted standards & JPCE internal policies & procedures, including safeguarding, and communicate any concerns to the Designate Safeguarding Lead in a timely fashion
* Ensure the Breakfast Club operates to Ofsted and JPCE policies & procedures at all times
* Reflecting on practise to update our Self Evaluation Framework each year in preparation for Ofsted, keeping the Ofsted folder up to date.
* Carry out daily risk assessments & complete all relevant operational paperwork
* Monitoring and updating policies & risk assessments.
* Keeping up to date with Safeguarding policy & requirements.
* Keeping up to date and confidential First Aid/Intimate - Care & Child Protection Records.
* Ensure all activity areas are left clean and tidy at the end of each day.
* Carry out cleaning duties as necessary
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| **SCOPE OF JOB (Budgetary/Resource Control, Impact)** |
| Supervisory responsibility to after school assistants.The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. |

**Jennett’s Park**

**PERSON SPECIFICATION**

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| Job Title: Breakfast Club Manager | Section/Location: Breakfast Club wraparound care |
| Jennett’s Park CE Primary  | Grade/Salary Range: Bracknell Forest Grade H |
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| **Qualifications And Training** | Numeracy and literacy skillsAt least 1 year experience within a childcare management role Level 3 Childcare or higher in Childcare or Early Years Education.  | Childcare Management Experience: 2 years  |
| **Competence Summary**(Knowledge, abilities, skills, experience) | Experience of managing other staff members.Experience of working with or caring for children of relevant age.- Experience of supporting children with behavioural, social and emotional needs.Knowledge & Experience of working with children in the Early Years Foundation Stage - planning activities to meet the EYFS Early Learning Goals, written observations and Keyworker responsibilities.Ability to cope with personal hygiene needs and respond sensitively to pupils needs.Ability to work constructively as part of a team.Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils. | Ability to use basic technology and IT Knowledge of basic first aid.Paediatric First Aid |
| **Work-related Personal Requirements** | Adaptable and flexible‘Can do’ approachSense of humourA love of children and a passion for their learning Committed to equality of opportunity |  |
| **Other Work Requirements**  | Suitability to work with children.Sympathetic to our Church School ethos and valuesAble to identify own training needs and actively seek learning opportunities and participate in training and development activities. Participate in training and development activities |  |