



**Title of Post:** Earlybirds Out of School Club Manager GRADE 3  
**Line Manager:** Headteacher

To manage the high quality affordable childcare of children aged 7 up to 11 years before and after school during term time. To assist with the provision of care sensitive to the individual needs, race, culture, gender and religion of the children in partnership with their parents/carers. To provide a caring and stimulating environment through play and structured activities within the remit and spirit of the Children Act 1988. To establish a holiday club during school holidays when appropriate.

### **Key Responsibilities**

1. To be responsible for the general running of Early Birds Club working as part of a team with all staff.
  - Day to day supervision of workers.
  - To maintain positive and supportive working relationships at all times.
  - To organise and participate in the planning and delivery of activities for children.
  - To refer any matters of concern to the line manager.
  - To manage agreed budget
  - Responsible for ensuring the club complies with OFSTED requirements and Health and Safety regulations.
  - To manage and review all policies in line with OFSTED requirements.
  - Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
  - To ensure confidentiality of any information received and work with the remit of the Data Protection Act
2. General day-to-day administration.
  - To manage and maintain pupil registers.
  - To liaise with class teachers to ensure safe and smooth continuity from school to Early Birds Club.
  - Management of staff timesheets.
  - Management of staffing for Early Birds Club.
  - To inform School Secretary of any information regarding Early Birds that needs to be included in the School newsletter.
  - Submit orders to Bursar for equipment as required.
  - To communicate through register, letters to parents. Head teacher will approve all communication.
3. Day-to-day recording and collecting fees.
  - To manage and maintain the collection and recording of all fees.
  - Protocols for collecting cash are observed and followed
  - Obtain prompt payment of fees and act upon non-payments within 7 days of non-payment
4. The provision of safe, creative, appropriate play activities, preparation of activities, organisation of programme etc.

- Equipment to be checked and cleaned as required.
  - A programme of activities to be planned and delivered to suit the needs of all ages of children at the Club.
  - Activities to be varied and interesting in-line with OFSTED recommendations.
5. Provide full care for the children including:
    - To ensure the supervision of all the children at all times.
    - The safe hand-over to parents/guardians.
    - To provide refreshments.
    - Parents to be contacted when a child has not been collected by 6.00pm.
    - Contacting parents if necessary e.g. a sick child, a child not collected etc.
    - Responsible for maintaining the Child / Carer ratio at all times
  6. Administering First Aid as appropriate and record and report on all accidents in line with policy.
    - To be familiar with and adhere to all safety policies and procedures at all times.
    - To ensure that Early Birds staff follow all appropriate school policies.
  7. Ensure positive relationships and effective communication with parents/carers
  8. Close liaison with parents, school and other childcare and play related agencies. Ensure regular contact with Social Services.
  9. Attend and organise meetings as appropriate.
    - Meetings with Headteacher
    - Regular meetings to manage Early Birds staff.
  10. Carry out all responsibilities and activities within an equal opportunities framework.
  11. Maintain high standards of health, care and safety for all the children and staff in Early Birds.
  12. Identify and arrange appropriate training for staff.
    - Keep a record of training and required up-dates e.g. first aid.
    - Manage the performance management of all Early Birds Club staff.
    - To be trained in 'Child Protection' and 'Health and Safety' and keep all staff informed and updated.
  13. To adhere to the ethos of the school
  14. To set an example of personal integrity and professionalism

Job Description issued by .....  
after consultation. (Signature of Headteacher)

Copy received by .....  
(Signature of Earlybirds Manager)