

Headteacher: Ms Alison Helm
Deputy Headteacher: Mrs Bal Kettory & Mrs Michelle Olorunfe-Ojo

Job title: Extended School Day Manager (Breakfast Club & 6 o'clock club with the possibility of lunch time as well)

Reports to: School Business Manager

Direct Reports: Other extended school club workers.

Hours: 5 hours (*possibly 7 hours*) a day during term time only (7.15am – 9.15am & 3.15pm - 6.15pm *possibly 11.30am – 1.30pm*)

Scale 6 (depending on experience and qualifications – TA Level 3 minimum required)

Job Purpose

To lead in the day-to-day provision of children's play based activities that reflect their social, educational, physical and recreational needs of children, ensuring their wellbeing and safety are paramount at all times.

Key Responsibilities

1. To lead and manage the extended school day provision.
2. Organisation and delivery of an appropriate and stimulating programme of activities for the club.
3. To lead with the provision with curriculum based activities that aid and contribute to children's learning and social and physical development through ensuring all staff are clear of their roles and responsibilities.
4. Alongside the SBM to monitor the effectiveness of the club workers, providing support and training if needed.
5. To ensure all staff comply with all school policies and procedures including Safeguard, Health & Safety and Equal opportunities.
6. To facilitate the positive integration of children and young people with disabilities, behavioural difficulties and/or special needs within the after school provision.
7. To encourage all staff to establish positive relationships with all children and young people supporting and enabling them to increase their confidence and realise their full potential.
8. To ensure all staff fully understand routines, plans, expectations and policies set in place by the SBM and yourself to support children and ensure health and safety at all times.
9. To use positive behaviour management strategies and support other staff in following this lead.
10. To facilitate the active involvement of children/young people and their parents in the planning and development of the activity programme.
11. To monitor the preparation of food and snacks ensuring the necessary policies and procedures are being adhered to by staff.
12. To lead in the setting up of activities and putting away at the end of the session and to ensure all children are picked up before leaving the premise.

Tel: 020 7473 3344; Fax: 020 7345 1878

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13. To maintain a log of short written evaluations of each session to share during regular meetings with the SBM.
14. To work as an effective member of the team to manage the facility, including cleanliness and logging faults and repairs of the equipment and play area with the necessary people.
15. To lead on the development of effective links with parents and representatives of the local community.
16. To attend school meetings and training sessions as required.
17. To work within all school policies.
18. To undertake general administrative duties including assisting in gathering of required statistical information for evaluative and Governors' reports.
19. To undertake any other reasonable duties within the competence of the post holder required to ensure the smooth running of the service.
20. There is the possibility to lead activities during lunch time (11.30am – 1.30pm) depending on the suitability of timings for the right candidate

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**Person Specification for the Post of
Extended Schools Manager**

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>Basic computer and database knowledge and experience</p> <p>Basic understanding of Health & Safety Considerations</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>QUALIFICATIONS</p> <p>Relevant childcare qualifications (minimum of level 3 childcare or equivalent).</p> <p>A good standard of general education</p>	<p>Certificates</p>
<p>EXPERIENCE:</p> <p>A minimum of 2 years' experience of working with children in an education setting</p> <p>Experience of working successfully within a multi - agency team and with a variety of agencies and community groups.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Good communication and interpersonal skills with the ability to establish and maintain good working relationships with all school staff, parents and pupils</p>	<p>Application Form/Interview</p>

Behaviour management skills and an understanding of health & safety and Safeguarding policies and responsibilities with the willingness to undertake relevant training in these areas	Application Form/Interview
Good organisational skills	Application Form/Interview
A willingness to undertake further professional development; in particular relevant H&S and safeguarding training and updates	Application Form/Interview
Basic conflict resolution skills	Application Form/Interview
Demonstrates an understanding of how pupils learn through play	Application Form/Interview
Confident communicating with Parents to bridge the gap between home and school	Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR:	
Ability to use own initiative and to lead a team of adults to provide an outstanding service for Parents and pupils	Application Form/Interview
Ability to work as part of a Team	Application Form/Interview
Enjoyment of working with children	Application Form/Interview
A professional manner and attitude	Application Form/Interview
A patient, firm and fair approach with the ability to discipline in an appropriate manner	Application Form/Interview
Reliable, responsible and trustworthy with excellent timekeeping	Application Form/Interview
A commitment to safeguarding and promoting the welfare of children and young people.	Application Form/Interview
OTHER SPECIAL REQUIREMENTS:	
This post is subject to an enhanced DBS check and 2 suitable	Satisfactory clearance at

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references.	conditional offer stage
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EQUALITY & DIVERSITY:

[School] Primary School is an Equal Opportunity Employer

As a school, we are committed to and champion equality and diversity in all aspects of employment with the [The London Borough of Newham]. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately

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