



BROOKLANDS PRIMARY SCHOOL CLUB

JOB DESCRIPTION - BREAKFAST & AFTERSCHOOL Manager

Responsible to: School Business Manager

Job purpose: The day-to-day organisation of the extended day care provision

Salary Grade: Band 5, Pt 19 – Pt 22

Salary: £29,777.00 to £31,364.00 pro rata

Working Hours: Monday - Friday: 7.00am – 9.00am Term time only
2.30pm – 6.00pm Term time only
+ 30 minutes one day per week, 38 weeks per year

Brooklands Primary is committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010.

Job Duties include:

- Experience a warm and nurturing school environment with polite, well behaved children and a supportive adult team.
- Lead a high-quality, safe and enjoyable environment in which children can thrive.
- Design a range of creative and stimulating leisure/ educational activities appropriate to different age groups including EYFS.
- Lead a team of staff responsible for: transition of pupils to and from the club; accurate completion of registers and safe handover of pupils; planning, preparing and implementing activities; setting up, cleaning, clearing away and storage of resources; ordering, preparation and serving of snacks.
- Organise rotas, cover and timetable activities
- With the School Business Manager (SBM), ensure the provision is in-line with school policies, including safeguarding, behaviour and SEND
- Play a leading role in the promotion of the club, build links and work in partnership with parents, carers and professionals, and associated marketing activities
- Maintain up-to-date financial records and be responsible for the budget cost centre for club resources and orders relating to the club, ensuring that financial procedures are adhered to.
- Administer First Aid as required.
- Be responsible for identifying training needs and the continuing professional development of extended services staff.
- Any other duties as required.

