



BREAKFAST AND AFTER SCHOOL CLUB MANAGER

- Responsible to: Headteacher and Governing Body
- Pay: Starting Salary Grade 4 Point 10 (£14.35 per hour / FTE £27.694 per annum)
- Core Hours: ASC: Part time – 16.25 hours per week. 2.45pm – 6pm; Monday to Friday
BC: Management only. Attendance not required unless covering absence
- Contract: Permanent. Term time only (38 weeks). Potentially up to 2 weeks additional hours during school summer holidays (dates and hours negotiable)
- Qualifications: In receipt of Level 3 Award in Childcare & Education (or equivalent Level 3 qualification) or willingness to achieve within first 18 months of employment.

Purpose of the post:

To lead and be responsible for the day-to-day organisation and management of the Breakfast and After School Club provision, providing high standards of care and play opportunities for children between 3-11 years old in a safe and secure environment.

Main Responsibilities:

- To adhere to all policies and procedures related to safeguarding and child protection.
- To report anything you see or hear connected to safeguarding and child protection in accordance to the school's policies on Safeguarding and Child Protection and Whistleblowing (found on the school website)
- To lead the day-to-day management and organisation of the Before and After School Club – working core hours in ASC but when needed working additional hours in Breakfast Club 7.30am – 8.30am.
- To provide line management to a team of Breakfast and After School Club Assistants, directing the work of staff, supervising their activities and inducting new staff members.
- To work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment.
- To liaise with the school regarding the needs of the children who attend Breakfast and After School Club.
- To liaise with parents to encourage parental involvement and support.

Management & Administration

- Uphold, implement and regularly review all policies and procedures of BASC, in partnership with the staff team, Headteacher and Governors.
- Maintain all records relating to the management of BASC ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school's finance department to ensure rigid financial control of the BASC budget.
- Liaise with the school's finance department for the ordering and purchasing of equipment, supplies and resources.
- Liaise with the school's finance department to administer bookings and collection of fees, ensuring that any money transactions are handled and documented as directed.

- To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- To effectively manage the occupancy levels of the BASC, managing the waiting list and offering child care places. Promoting and marketing the BASC effectively to maintain occupancy.
- Develop professional working relationships with the school, all relevant professionals and authorities including the LA and Ofsted.
- Monitor and evaluate the quality of the service.
- Prepare reports for the Governing Body in conjunction with the Headteacher and CMT.
- To ensure that adequate standards of safety and hygiene are maintained including completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure that all staff work within the schools' policies and guidance and procedures.
- To develop and manage the planning and organisation of the school's summer holiday play scheme (to be discussed)

Staff

- Assist with any recruitment and ensure new staff are inducted and trained effectively.
- Manage cover for staff illness in conjunction with CMT/HR. Be first on call to cover sickness absence in Breakfast Club and work additional hours when necessary.
- Work in partnership with CMT to provide an appraisal system for staff and to help organise staff training to meeting identified training needs.
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and network peer meetings.

Person Specification

Experience:

- At least 2 years' experience working with children in a play, childcare or out of school (or extended services) setting
- Evidence of introducing and implementing change – an example where you have shown initiate and followed through to delivery
- Have developed projects in partnership with parents
- Involved children in shaping services and making decisions – responding to their views.
- Have worked in partnership with other agencies.

Knowledge / Skills:

- Ability to lead a small team and work as part of a multidisciplinary team
- Knowledge and understanding of children's age and stage of development
- Knowledge of current policy discussion and trends in children and family services
- Knowledge and understanding of the ECM agenda, Children's Plan and Childcare Act 2006; safeguarding children; CAF
- Knowledge of health and safety and food hygiene legislation
- Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations
- Ability to work flexibly and have an open and flexible attitude
- Good communication skills, both written and oral, and the ability to communicate with diverse audiences
- Excellent communication and interaction skills with children and parents

- Ability to create an inspirational and stimulating child centred play and care environment
- Knowledge of first aid and ability to administer first aid for minor injuries – training to be provided if necessary

Equal Opportunities:

- Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children

Continuing Professional Development:

- Willingness to undertake additional training / staff development as appropriate
- An ability to reflect on your own professional practice

Safeguarding of children:

- To work in a way which promotes the safety and well-being of children

This role is subject to pre-employment checks and an enhanced DBS.

They may also be required to undertake any of the duties delegated from the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Written: October 2025

Next review date: September 2026

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
