



Job Description: Afterschool Club and Foundation Administration Manager

The JCG Foundation is excited to be developing a new and extended after school play-care provision for children aged 4 to 11 at JCG and JCP. We are also investigating the possibility to provide a holiday club in the near future.

We are offering the right applicant the chance to lead and develop a team of dedicated and professional colleagues, working with delightful children in our College community. Your role as manager would be to work in partnership with the staff, children, parents and school in developing and growing the after school provision. You would also organise administrative processes within the JCG Foundation including internationalism projects and the administration around homestay provision.

You would be a clear communicator, accomplished at building relationships, organised and reliable. You would be confident in working with children from 4 to 11, planning and leading activities and enjoy leading a team. We can offer you a friendly working environment, a chance to shape provision and children who are rewarding to work with. This role would suit an experienced and qualified person, either in child care supervision or teaching (NVQ L4 equivalent or above). Please also read the draft job description and person specification. Visits are warmly welcomed.

The JCG Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure & Barring Service.

Benefits:

- Length of Contract: Permanent following successful completion of 6 month probation
- Hours per week: 40 hours per week (excluding lunch)
- Salary range: £30,000 to 35,000 (£14.42-£16.82 per hour) depending on experience. This post is non-pensionable.
- Holidays: 21 days leave to be taken during summer and December school holidays as directed.

Purpose of the job: To lead and be responsible for the day to day organisation of the after school provision, providing high standards of care, safeguarding and play opportunities for children between the ages of 4- 11 years old in a safe and secure environment and within the framework of the club's policies and procedures.

To organise administrative processes within the JCG Foundation as required including internationalism projects and the administration around homestay provision.

Line manager: JCG Foundation Director

Responsible for: Deputy Manager /play workers/ volunteers

Working relationships: Children attending the club and their parents or carers, after school club staff, school staff, Foundation staff, JCP Head teacher, Principal, students and volunteers, homestay providers and registering authorities.

Hours:

- Initially
 - Term time 9.30am – 6.00pm - Monday to Friday (half an hour for lunch).
- Future
 - Half term (Feb/May/Oct) 9:00am – 5:30pm - Monday to Friday (half an hour for lunch).
 - Holidays (Easter holiday excluding Bank Holidays /3 weeks of Summer holiday) 9:00am – 5:30pm- Monday to Friday (half an hour for lunch).

Type: Permanent following successful completion of 6 month probation – 40 hours per week.

Benefits: 21 days annual leave to be taken as directed over Summer and December holidays.

Main duties for the Afterschool club include:

- Lead and prepare process for registration and quality assurance of the provision.
- Set up policies and procedures for the club in line with the requirements of the department of Children, Young People, Education and Skills' Childcare and Early Years Service.
- Set up administration and record keeping including staff and child records, set up book keeping and financial record keeping including ordering and purchasing policies and system for the club.
- Providing leadership, support and supervision to staff, playcare workers and volunteers.
- Manage the running of the club including administration and record keeping, financial records and reporting, all within an agreed budget.
- Developing and maintaining good communication with all members of the club (children and staff), the school and parents.
- Setting up the play space including moving furniture and play equipment
- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from classrooms within the school and handover to parents at collection.
- Providing an inclusive and welcoming environment that incorporates the children's ages, interests and abilities.
- Providing nutritious and healthy refreshments and ensuring that hygiene, health and safety standards are met.

- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Holding regular staff meetings and conducting regular reviews and appraisals for staff
- Undertaking appropriate and relevant training.
- Knowledge of current Safeguarding / Child protection procedures and liaising with the school's Designated Safeguarding Staff and with appropriate agencies if necessary.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's, foundation's and school's policies and procedures.

Main duties for JCG Foundation administration including internationalism projects and the homestay provision include:

- Maintaining policies and procedures for the JCG Foundation.
- Leading the administration and record keeping, financial records and reporting, all within an agreed budget.
- Assist with developing and maintaining good communication through all channels including online with all members and alumnae of the JCG Foundation.
- Assist the Head of Internationalism by supporting the administration for recruiting families and providing induction regarding homestay procedures.
- Any other duty that may be reasonably requested by the Foundation Director.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Appropriate level 4 qualification• An enhanced DBS check• Experience of working with 4 to 11 year olds• Experience of working independently and in a supervisory or management capacity• Experience of administration• Experience of delivering equal opportunities in a play setting• Understanding the varied needs of children and families• Appropriate child protection training• Providing and facilitating safe, stimulating play• Ability to work as a team member and demonstrate leadership skills• Excellent communication skills• Ability to work on own initiative, using judgement and common sense	<ul style="list-style-type: none">• At least 2 years experience of working in a childcare setting or a play-based setting• Experience of budgeting• Ability to use IT based resources to support play and club administration• Current 12-hour Paediatric First Aid Certificate• Food Hygiene Certificate & Training• Familiarity with the Early Years Foundation Stage