



**Job Title:** After School Club Manager

**Responsible to:** Headteacher/Governors

**Responsible for:** After School Club staff

**Job Purpose** To manage/ run the After School Club

### **Key Responsibilities**

1. Plan and oversee a varied programme of games and activities
2. Ensure that all Health and Safety, Accident Prevention, Safeguarding Children and Emergency Procedures are maintained, followed and regularly checked for both children and other members of staff
3. Supervise other club staff
4. Be responsible for the efficient day to day operation of the club
5. Carry out administrative record keeping in line with the Club's agreed procedures
6. Be able to perform any of the duties required by other club staff
7. Organise regular staff meetings/programme planning meetings
8. Take part in training opportunities when available
9. Network with staff from other Clubs/settings when suitable opportunities arise