



Wakefield Grammar School Foundation

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

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| Post title: | After School Care Manager |
| Department: | Queen Elizabeth Grammar School, Junior Section |
| Responsible to: | QEGS Junior Section Senior Leadership Team (Head teacher and Director of Junior Section) |
| Responsible for: | To organise, develop and supervise the activities of pupils attending After School Care, providing a happy environment that promotes excellent social skills, good behaviour and a balanced education through creative play. Responsibility for managing a number of After School Care Assistants |
| Main duties and responsibilities: | Main Duties and Responsibilities: <ul style="list-style-type: none">● Work with and alongside colleagues to establish and maintain a caring and vibrant environment● Organise the rota for setting up the Hall for activities, maintain a tidy area and clear away at the end of the session● To create and regularly update the registers and spreadsheets concerning pupils who attend the After School Care facility● To maintain a daily register of all the children who attend the sessions● To establish clear routines, rotas and procedures for the staff and children to follow● To work in partnership with the Director of Junior Section to ensure the supervision ratios are always meeting the legal requirements● To provide safe activities and a safe environment for all the children and staff● To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to all individual needs.● To report to the Director of Junior Section with any issues of concern● To report to the class teachers with any pastoral matters, as required● To be responsible for the relevant security issues● To take the lead role in the planning, evaluating and adjusting of activities● Checking and ordering new equipment● To take the lead role in serving the children with their sandwiches and drinks when having tea including supervising the dietary requirements |

- Provide clear instructions to the teaching assistants/after school care assistants and volunteers as to their role and responsibilities
- Provide written reports for any D of E volunteers
- Monitor and evaluate the pupils' responses to their activities through observation and make informed records where required
- To be aware of all the relevant safeguarding and health and safety requirements
- To deal with and report any accidents, fire drills, first aid and school procedures and to keep an updated record log of such events
- Ensure parents sign the relevant form about accidents when applicable
- To establish good relationships with parents
- Take and pass on messages from parents to teachers
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and/or reporting any concerns as necessary in line with established policy and encourage pupils to take responsibility for their own behaviour
- To produce a wide range of different practical activities (consult with teachers about interests of the children who attend After School Care)
- Attend to the children's physical welfare such as support when ill
- To stay behind if necessary once After School Care has finished ensuring all children have been collected by a relevant parent or guardian
- Meet with Director of Junior Section on a half termly basis to review how After School Care is working

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall values and ethos of the School
- Attend relevant staff meetings or other meetings as required
- Attend staff training, staff meetings and additional events e.g. new parents evening as required (including where these may fall on non-contracted days)
- To hold, or agree to undertake training to achieve, a First Aid qualification, including the emergency application of epi-pens and inhalers in accordance with agreed School procedures.
- To hold, or agree to undertake training to achieve, food hygiene certification.
- Any other duties that may be reasonably required within the grade and scope of the role

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| Desirable skills/qualifications: | Experience of working with or caring for children Able to relate well to children and adults Level 3 qualified Teaching Assistant or equivalent Good literacy/numeracy skills Excellent communication and interpersonal skills Able to use own initiative and work independently Flexible and able to adapt to changing demands Able to work constructively as part of a small team Willing to participate in extracurricular activities Patience, tact and diplomacy Ability to maintain confidentiality and handle such information sensitively An understanding of child protection An empathy with the ethos and values of QEGS Ability to communicate effectively with parents First Aid trained Food hygiene certificate |
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**ADDITIONAL INFORMATION FOR CANDIDATES
AFTER SCHOOL CARE MANAGER – JUNIOR SECTION**

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary is £4,713.65 per annum. (Grade H Point 1, £22,808.00 FTE)
- The post is permanent, working from 4.00 pm to 6.00 pm, Monday to Friday, 10 hours per week, term time only (excluding INSET days).
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. Annual holiday entitlement is pro-rata for term time/part-time employees. Your pay includes your holiday pay entitlement and you are not allowed to take holidays during term time with this post.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Free car parking and subsidised lunch (term time only)
- Access to our free 24 hour Employee Assistance Programme.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy. Fee Remission is pro-rata for part time/term time employees.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, a satisfactory DBS (Disclosure and Barring service) check, evidence of eligibility to work in the UK, relevant qualifications and a satisfactory health questionnaire. An appointment with the Foundation is also subject to the satisfactory completion of a probationary period of 6 months.
- WGSF is committed to safeguarding and promoting the welfare of children and young people.

Application details:

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk or by emailing the HR Department at jobs@wgsf.net

Applications by CV cannot be accepted.

Closing date for applications: 9.00 am on Friday 8 July 2022.

Interviews: Wednesday 13th July 2022.