

Extended School Manager

Role: Extended School Manager (including nursery provision)

Salary: Grade 5 (subject to experience and negotiation)

Reporting to: Headteacher

Position Overview

As Extended School Manager, your core aim will be to deliver our extended provision for children between the ages of 2 to 11. The provision will run daily between the hours of 7.00am and 8.45am, before school and 3.15pm until 6.00pm, after school. Additionally, provision will be delivered throughout the school holidays. The Extended School Manager will work with the Headteacher and Business manager to develop a vision for this provision, and successfully manage and deliver the provision to meet the needs of all children.

Aims of the Role

- The responsibility of the day to day operation of the before and after school club, including the direct supervision of staff.
- Ensuring the provision meets all legal requirements.
- Ensuring that the provision operates within agreed aims, objectives, policies and procedures set by the Governing Body.
- Working as part of our school team in providing a friendly, caring and relaxing environment in order to encourage and support the development of children in our care.
- Planning, organising and carrying out planned activities and experiences for children and monitoring other staff.
- Settling in new children and providing on-going support, under a key worker system, liaising with parents and maintaining good communications.

Roles and Responsibilities

- To ensure effective running of the provision on a day-to-day basis, including the supervision of the children and organisation of the Early Years team key worker staff (including the maintenance of staff ratios and ensuring staff are effectively deployed).
- To create and deliver operational plans for the effective running of the extended schools provision.
- To ensure all agreed plans are clearly articulated, shared, understood and acted upon by all staff.
- Plan and deliver high quality provision that meets the needs and interests of all children.
- Ensure strong communication between the before and after school provision.

- Work as part of the wider school team, ensuring strong processes of communication and to create an environment that care's for, nurtures and develops all children.
- To effectively recruit and provide strong induction to before/ after and holiday provision staff.
- To ensure all before/ after and holiday staff are appropriately line managed, supervised, access high quality CPD and supported.
- To ensure that all children attending the before/ after and holiday provision, benefit from outstanding standards of quality regarding the environment, resources, curriculum offered, planning and record keeping.
- To ensure all legislation in relation to regulatory bodies, health and safety, special needs, inclusion and safeguarding is complied with and that appropriate policies and procedures are implemented and adhered to.
- Settling in new children and providing on-going support, under a key worker system, liaising with parents and maintaining good communications
- To ensure that regular parents' evenings, publicity, open days and children's outings are arranged which promote and facilitate strong partnerships with the parents/carers, other family members and the local community.
- To establish, develop and maintain excellent working relationships with regulatory bodies, Local Authority departments and other agencies as required.
- To work alongside the Head teacher and Senior Leadership team to prepare for Ofsted inspections.
- To keep up to date regarding current and future developments in childcare, and education policy and practice.
- Work with the Business Manager to oversee all finances relating to the before/ after and holiday provision.
- Carry out appropriate administrative duties, including the maintenance of records, policies and communications.
- To effectively manage occupancy levels and staffing to ensure a profitable provision.
- To produce and manage daily, weekly and monthly registers.
- To prepare and submit monthly funding returns and other information as required.
- To ensure that the preparation, care, cleanliness and maintenance of the before/ after environment are carried out according to the Policies & Procedures and risk assessments.
- To ensure that only designated staff administer medication as recorded in the risk assessments and as displayed in the Operational plans.
- To have key-holder responsibility.
- Such other duties as may be determined from time to time within the general scope of the post.

Personal Specification

Qualifications, Education and Training	ESSENTIAL / DESIRABLE
Level 3 Early Year's qualification as defined by the Teaching Agency	E
Level 4 Early Year's qualification as defined by the Teaching Agency	D
Training in Safeguarding Children to a minimum of Level 2	E
Current paediatric first aid certificate	D
Maths and English GCSE or equivalent	D
Basic Food Hygiene certificate	D
A Management Qualification	D
Undertaking or willing to undertake and complete a graduate level qualification (as per the Governments aspiration for full day care settings by 2015)	D
Evidence of a commitment to ongoing learning and continuous professional development	E
Experience	
2 years' post qualification experience working in care setting	E
A minimum of 1 years' post qualification experience within a senior position in a day care setting	D
Experience of Ofsted Inspections	D
Experience of working with children with SEN	E
Experience of recruitment and selection in a childcare setting	D
Experience of financial management including budgets	D
Experience working in or closely with schools	D
Knowledge	
A sound knowledge of child development for children from birth to age five and how to apply it in practice	E
A sound understanding of the EYFS	E
A knowledge of research related to childcare and education	D
Knowledge and understanding of the statutory framework for the relevant statutory regulations and the inspection processes of regulatory bodies	E
Knowledge and understanding of the key and current legislation related to childcare and education	E
A sound knowledge of safeguarding procedures	E
Personal Qualities/ Skills and Attributes	
Has a passion to work with young children.	E

Have high expectations for themselves, the people they work with most importantly all children	E
Manages behaviour effectively to ensure a good and safe learning environment	E
Possess excellent written and oral communication skills	E
Have an ability build rapport with staff and parents	E
Promotes good progress and outcomes for children	E
A fantastic team player, able to be a positive addition to the team	E
Excellent organisational skills	E
Will play an active part in the wider life of our school	E
Special Requirements	
Be committed to mission, vision and values of the Flying High Partnership	E
Be prepared to engage in any CPD opportunities that arise to support the development of the role.	E
Relate well to colleagues and be able to establish and maintain good working relationships.	E
Have a good sense of humour and a positive attitude	E