

School

St Joseph's Catholic Primary School, Wetherby

Post Title

OOSC Manager

GRADE

C1

JE Ref

739

Post(s) to which directly responsible

Immediate line manager- SLT member

Post(s) for which directly responsible

Extended Services (OOSC) Staff

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to a DBS and other relevant checks with statutory bodies. We promote diversity and want a workforce which reflects the population of Leeds.

Purpose of job

The post holder will be responsible for planning and preparing a programme of activities, managing and leading a team of staff and taking responsibility for all relevant paperwork and administration. Develop, implement and review the policies procedures and practices within the provision. The post holder will also take a lead role in the promotion of the club in the local area and will be expected to work closely with a member of the SLT.

Responsibilities

- To ensure safeguarding responsibilities are fulfilled and safeguarding policy and procedure is followed at all times (ensuring all OOSC staff understand and adhered to these at all times).
- Uphold the Catholic Ethos of St Joseph's Catholic Primary School and ensure OOSC club staff do so.
- To be responsible for the planning of and delivery of outstanding provision for all pupils in your care.
- This role requires a minimum full and relevant EYFS L3 qualification.
- Adhere to safeguarding, health and safety, behaviour, inclusion and equal opportunities policy and procedure at all times, including ensuring risk assessments are followed.
- Planning and helping to deliver (with OOSC playworkers) a wide variety of activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development, ensuring inclusion at all times, in line with St Joseph's Catholic Primary School approach.
- Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and meeting food hygiene standards and working within an identified

budget.

- Deploying the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play
- Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of our school community.
- Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.
- Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping
- Ensuring the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club.
- Act as the Child Protection Co-ordinator working with other professionals including the school, Education Leeds and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the Leeds guidelines for Child Protection are adhered to.
- Ensure Health and Safety Procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance.
- Provide induction for new staff members, and the supervision and performance management of staff members.
- Be responsible for the financial management of the service, e.g. budget setting, the collection of fees, invoicing and maintaining records. Ensuring that the financial regulations are adhered to.
- Where appropriate, liaise with local schools and colleges regarding student placements.
- Be responsible for own professional development and support OOSC staff with theirs.
- Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential.
- Work closely with the school and prepare reports that will assist in the children's smooth transition into school.
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
- To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments
- To actively promote and support policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.

- To take responsibility for the securing of the building and resources.
- To take responsibility for the staff and children in your care during any building invacuation or evacuation.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.
- Adhere to the staff code of conduct and online acceptable user policy at all times.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and St Joseph's Catholic Primary School, Wetherby policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at St Joseph's Catholic Primary School, Wetherby

The setting has access on the lower floor and is therefore accessible by disabled persons to the ground floor by a portable ramp on request.

This post is subject to an enhanced Disclose and Barring Service check and at least two satisfactory references.

The school operates a non-smoking policy.

Economic conditions

Grade: C1
Annual Leave: Term Time Only
Hours: 20 hours per week
Conditions of Service: NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate effectively with an extensive range of people on a professional basis.	*		
Able to prepare and deliver concise accurate and relevant information to staff, clients, Senior Management and External Audiences.	*		
Able to represent the organisation clearly and positively to internal and external audiences.	*		
Able to effectively lead and manage a staff group.	*		
Able to delegate appropriately responsibilities to individuals and to the staff team.	*		
Able to identify and manage risk and consequences through assessment and appropriate action.	*		
Able to mediate to resolve challenging situation.	*		
Able to demonstrate an ability to problem solve.	*		
Able to work in responsive partnership with parents and carers.	*		
Able to ensure the OOSC provides the highest possible standards of professional childcare and early education through policies and practices.	*		
Able to develop a sensitive approach to care of families in a multi-cultural environment.	*		
Able to initiate manage and motivate staff through change.	*		
Able to effectively manage OOSC budgets.	*		
Able to use standard information systems and the use of ICT	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Relevant Professional qualification: CACHE Diploma in Childcare and education NNEB, BTEC Nursery Nursing, Cache diploma in Childcare and Education, NVQ Level 3, B Ed Early Years, PGCE, or other appropriate qualification.	*		
Understanding of Health and Safety issues.	*		
Awareness of Child Protection issues.	*		
Understanding of the Behaviour Management issues and strategies.		*	
Understanding of and commitment to the provision of high-quality childcare.	*		
Appropriate first aid training.		*	
Computer literate.	*		
Hold a food hygiene certificate.		*	

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age in a childcare environment	*		
Experience of working with pupils with additional needs		*	
Experience of managing staff	*		
Experience of working in a child care or play work setting	*		
Experience of working across a variety of childcare settings		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		
An ability to respect sensitive and confidential work.	*		
Commitment to own personal development and learning.	*		
A commitment to taking responsibility for actions	*		

METHOD OF ASSESSMENT(MOA)

A	=	Application Form
T	=	Test
I	=	Interview
C	=	Certificate