



St. Andrew's C.E.

Voluntary Controlled Primary School

Headteacher: Mrs. C. Wilkinson BA QTS (Hons) NPQH

T: 01254 231279

F: 01254 872601

M: 07582 584636

E: head@st-andrews.lancs.sch.uk

www.standrewsprimary.com

Springfield Street, Oswaldtwistle,
Accrington, BB5 3LG

Job Description-The Role of the Manager (2bytwo) responsible to: Mrs C Wilkinson and the Directors of the Management Committee.

Main Duties: Day to day running and organisation of 2bytwo

Overall management of clubs and policies with the director, Mrs Tina Wilkinson, (Headteacher, St Andrew's CE Primary School).

To provide high quality care and education through:

- Planning activities which will offer a wide variety of experiences to stimulate and support children's intellectual, physical, social, emotional, moral development and work towards the Early Years Foundation Stage curriculum incorporating the seven areas of learning, differentiating to the needs of the child/children.
- Organising the time and using the skills of staff so as to offer all children the attention, interaction and support they need.
- Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the community.
- To keep robust records and information.
- To liaise with the directors, parents, governors, other staff and other agencies as necessary.
- To contribute to, implement and review the policies of the Out of School Clubs.
- To complete the induction and training of new staff, including organising the statutory training including Paediatric First Aid and Child Protection Level One.
- To coach and mentor other staff, including the Supervision of all staff (Statutory Requirement).
- To ensure the club environment is clean, safe, secure and adequately meets staffing ratios at all times, including supply staff to cover for sickness when necessary.
- To attend the annual Committee meeting and any other relevant meetings and courses, as directed by Mrs Wilkinson.
- To produce at least two reports to the directors, of progress and developments of the club, per academic year.
- To ensure staff and children adhere to all hygiene procedures.
- To select new equipment and materials.
- To supervise children at lunch time.
- To prepare snacks, where necessary.
- To render First Aid and be aware of the medical requirements of individual children.
- To undertake any other reasonable duties as directed by the directors, e.g. to secure the building at the end of the session.

Qualifications and Work Experience:

- Level 3 qualification in childcare.
- Considerable experience of working with young children.
- Ability to manage basic accounting, collection of fees and banking duties.
- GCSE Maths and English

General Abilities:

- Knowledge and understanding of child development.
- Understanding of children and their families' needs and cultural and religious diversities.
- Ability to lead, plan and organise self and others.
- Ability to recognise and identify problems.
- Ability to action improvements needed.
- Ability to record and pass on information accurately (Securely if necessary).
- Ability to take responsibility.
- Ability to develop play skills and programme of activity.

Attitudes:

- Commitment to work to the aims and ethos of the school/club.
- Awareness of the importance of building relationships with, and between children, staff and parents.
- Ability to lead and willingness to work as part of a team.

