

JOB DESCRIPTION

SCHOOL: Wolviston Primary School

POST TITLE: After School Club Leader

GRADE: G (SCP 9-12)

REPORTS TO: Head Teacher

MAIN PURPOSE: To lead and be responsible for the day to day management of the facility, ensuring the service operates within relevant legislation and regulations; the children are safe, cared for and happy and that relevant educational and recreational activities take place.

TASKS:

- To be responsible for the day to day management and organisation of the out of school club, operating within the relevant legislation and regulations, inspection standards and policies and procedures
- Leading on and ensuring that the programme of activities is interesting to the children using the facilities by providing a variety of educational and recreational activities, taking into account individual needs
- To manage and lead a team of staff to deliver high quality creative educational and recreational activities in a safe and caring environment
- To manage the day to day administration, record keeping, ordering and purchasing of equipment, supplies and resources
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice
- To be responsible for bookings and fees
- Administering basic First Aid where necessary
- To work within agreed budgets
- Co-ordinate and manage the preparation of healthy snacks and meals where appropriate
- To liaise with parents, school and other agencies as appropriate, and encourage parental involvement and support of the club
- To ensure quality assurance and to attend team and Governing Body meetings as required
- To implement Health & Safety procedures, in relation to equipment used, activities undertaken and preparation of food on the premises
- To manage the planning and development of the club, in line with School requirements
- To provide equality of opportunity to all within the out of school club environment, including children, staff and parents
- To ensure confidentiality of any information received and work within the remit of the Data Protection Act
- To take reasonable care of your own Health & Safety and co-operate with management, as far as is necessary to enable compliance with the School's Health & Safety rules and legislative requirements
- To undertake such personal training that may be deemed necessary to meet the duties of the post
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION**POST TITLE:** After School Club Leader**GRADE:** E (SCP 5 - 6)

	Essential	Desirable
QUALIFICATIONS/TRAINING:	<ul style="list-style-type: none"> NVQ Level 3 or equivalent qualification in childcare Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> First Aid training Food Hygiene Certificate DSL Training
EXPERIENCE:	<ul style="list-style-type: none"> Experience of working with school age children An understanding of good quality, affordable, accessible childcare. Staff supervision 	<ul style="list-style-type: none"> Budget management
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> Be able to lead a team and work on own initiative Excellent administration and record keeping Adhering to confidentiality at all times Positive approach to customer care Commitment to Equal Opportunities Knowledge of children's dietary requirements and healthy eating Knowledge of Child Protection Good communication skills, both written and verbal Good ICT skills Knowledge of First Aid 	
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> Friendly and approachable manner Calm and confident demeanour Polite and punctual Reliable Flexible approach A commitment to working as part of the whole school team and supporting the vision and aims of the school 	