# Before and After School Club Leader

## Grade 3 Salary £19,554 to £21,166 per annum pro rata.

## 21 ¼ hours per week: 7.30 am – 9 am and 2.45 pm – 5.30 pm, Monday – Friday.

## Term time only.

## PURPOSE OF POST

## To provide a secure and engaging environment for children aged between 4 and 11 attending the Before and After School Club, with an appropriate range of creative and stimulating leisure activities. The role involves leading and motivating a small team and ensuring payments for the Club are received in a timely manner.

## Reporting To

The Headteacher

## KEY TASKS

1. To provide a safe and secure environment for children at all times.
2. To plan and deliver engaging and fun activities for children age 4 – 11, meeting the individual needs of children from differing cultural and religious backgrounds.
3. To supervise the Club’s playworkers
4. Develop excellent relationships with children and parents.
5. Manage and maintain club ratios and registers of children attending
6. Obtain regular feedback from children, parents and school staff on the Before and After School Club
7. Complete and record all necessary administration as required
8. Ensure all Club registration documents are completed in line with procedures
9. Maintain records of attendance at Club and prepare invoices for parents in line with agreed procedures.
10. Ensure that payments for Club are received in a timely manner, following escalation procedures for any fees that become overdue.
11. Maintain a sufficient stock of healthy and nutritious breakfasts and snacks in line with agreed budgets.
12. Maintain a register of children’s dietary requirements, ensuring that breakfasts and snacks are given in line with these.
13. Prepare and give out snacks and breakfasts, following food hygiene procedures.
14. Maintain children’s health and personal records and complete the appropriate documentation following any accidents.
15. Promote the Club
16. Work collaboratively with other teams in delivering a high quality service.

## Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and ethos of the school.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school’s Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
8. Undertake any other additional duties commensurate with the grade of the post

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

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| BEFORE AND AFTER SCHOOL CLUB LEADER | How identified(A/L/I/LO/R) |
| **Essential** |
| **Education & Qualifications** |
| NVQ Level 3 in Early Years, Child Care or Playwork (or equivalent) | A |
| Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework | A |
| Paediatric first aid qualification | A |
| Willingness to gain basic food hygiene certificate | A |
| **Experience** |
| Experience of working in a childcare setting | A / I |
| Experience of planning and organising a range of creative and stimulating educational and leisure activities for children | A / I / T |
| Previous experience of ICT including Word, Excel and Outlook.  | A / I |
| Experience of team and individual working | A / I |
| Experience of keeping accurate and up to date records | A / I |
| **Skills & Abilities** |
| An understanding of OFSTED requirements | A / I |
| Interpersonal & communication skills to build and maintain effective relationships with pupils aged 4 – 11, and parents.  | A / I / T |
| Excellent organisation skills and the ability to manage own workload | A / I |
| Excellent administration skills | A / I |
| To constantly improve own practice/ knowledge through self-evaluation and learning from others | I |
| **Knowledge** |
| Knowledge of appropriate Health and Safety and hygiene policies | AF / I |
| An excellent understanding of safeguarding requirements and responsibilities  | A / I |
| Understanding of equal opportunities and inclusion, and how they apply in a school setting | A / I |
| **Work Circumstances** |
| To support the Christian ethos of the school | I |
| To be willing to work occasional evenings  | AF / I |
| **Desirable** |
| Experience of supervising staff | A |
| Experience of managing a budget |  |
| Basic food hygiene certificate | A |
| A– Application, I – Interview, T - Task |

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview