

## JOB DESCRIPTION

<b>SCHOOL:</b>	<b>Myton Park Primary School</b>
<b>POST TITLE:</b>	Before and After School Club Deputy Leader
<b>GRADE:</b>	D (SCP 4)
<b>REPORTS TO:</b>	<b>Headteacher</b>
<b>MAIN PURPOSE:</b>	Under the guidance of the Before and After School Club Leader, will work to ensure the service operates within relevant legislation and regulations; the children are safe and happy and that relevant educational and recreational activities take place.

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### TASKS:

- To assist with the day to day operation of the Before and After School Club
- 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 assist in 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 in the absence of the leader
- Administering basic First Aid where necessary
- Oversee and assist in the preparation of healthy snacks and meals where appropriate
- To assist with setting up and clearing away at the beginning and end of each session
- To liaise with parents, school and other agencies as appropriate, and encourage parental involvement and support of the club in the absence of the leader
- To attend meetings as required
- To be aware of and implement Health & Safety procedures, in relation to equipment used, activities undertaken and preparation of food on the premises
- To assist the leader with planning and development of the club, in line with School requirements as requested
- 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:** Before and After School Club Deputy Leader

**GRADE:** D (SCP 4)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent qualification in childcare</li> <li>• A willingness to work toward NVQ Level 3</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training</li> <li>• Food Hygiene Certificate</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working with school age children</li> <li>• An understanding of good quality, affordable, accessible childcare</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Be able to work as part of a team but also on own initiative</li> <li>• Administration and record keeping</li> <li>• Adhering to confidentiality at all times</li> <li>• Ability to relate well to children and adults</li> <li>• Positive approach to customer care</li> <li>• Commitment to Equal Opportunities</li> <li>• Knowledge of children’s dietary requirements and healthy eating</li> <li>• Knowledge of Child Protection</li> <li>• Good communication skills, both written and verbal</li> <li>• Knowledge of Health &amp; Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Equal Opportunities and recognising the diverse nature of the school community</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable manner</li> <li>• Calm and confident demeanour</li> <li>• Polite and punctual</li> <li>• Reliable</li> <li>• Flexible approach</li> </ul>	

	<ul style="list-style-type: none"><li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li></ul>	
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