

JOB DESCRIPTION

SCHOOL:	Myton Park Primary School
POST TITLE:	Before and After School Club Leader
GRADE:	H (SCP 14 - 17)
REPORTS TO:	Headteacher
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 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: Before and After School Club Leader

GRADE: H (SCP 14 - 17)

	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
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 	

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