



JOB DESCRIPTION

JOB TITLE: After School Club Leader

GRADE: Scale 6 (points 18-20)

RESPONSIBLE TO: School Business Manager

RESPONSIBLE FOR: Breakfast & Afternoon Playworkers

HOURS: 15:00-18:00 15hrs for 38 weeks

SALARY: £12,610 - £12,989 (actual salary)

Job Description

- To be responsible for the day-to-day organisation and operation of the club ensuring that the children are safe and always well cared for and KCIE practices are embedded in all interactions with children and the culture of the club.
- To uphold the school's vision respecting values and expectations and ensure that the behaviour is consistently managed in line with school policy.
- To uphold and implement all school policies and procedures, especially inclusion, child protection, hygiene, health and safety and equal opportunities, and online safety.
- To promote the aims and ethos of the school with due reference to the need for confidentiality.
- To plan a varied and stimulating weekly programme of activities for the children.
- To order any resources as needed to support a stimulating and welcoming environment.
- To ensure that the club's equipment is set up and cleared away each day in a timely manner.
- To ensure that the ASCC rooms, and all other areas used by the club is left clean, neat and tidy.
- To deploy staff in a way which enables them to deliver the weekly programme of activities and ensure cover is in place for members of staff who are absent.
- To supervise and monitor the work of all After School Care Club staff.
- To review and participate in undertaking the performance management of all After School Care Club staff providing relevant and necessary training and addressing any underperformance issues.

- To ensure that an accurate register of attendance is taken at each After School Care Club session, with accident and incident books being maintained, and parents and key staff informed of any incidents.
- To liaise and maintain good communication with the school office to ensure the smooth running of the club, regarding bookings, and registers.
- To ensure that communications with all stakeholders are always respectful.
- To liaise with parents and teachers as and when necessary.
- To keep regular and open communication with the School Business Manager.
- To administer first aid as and when necessary.
- To undertake appropriate training as and when required.
- To undertake any other duties as may become necessary as directed by the Headteacher and School Business Manager.



BEFORE AND AFTER SCHOOL CLUB CO-ORDINATOR

PERSON SPECIFICATION

Qualifications

Good numeracy and literacy skills
Experience of working with primary age children
Minimum NVQ 3 or equivalent qualification/experience
Experience of dealing with the public/stakeholders
A current First Aid Certificate / First Aid paediatric trained.
A knowledge and understanding of the Health and Safety regulations within a school
Knowledge of policies on KCIE, Child Protection, Behaviour, Inclusion and Equal Opportunities

Skills/Abilities/Knowledge

Ability to work as a member of a team and to take relevant and appropriate advice.
Ability to show initiative and work independently.
Willingness to follow instructions and directions.
Ability to relate well to adults and children.
Excellent behaviour management skills
IT literacy including use of Microsoft Office.
Prior experience of managing a team

Personal Qualities

Professional at all times
Flexibility and the ability to work effectively without direct supervision i.e., good time management skills.
Good interpersonal and communication skills
Enthusiasm
Good people skills, including tact when dealing with parents and confidentiality on all school matters.
Willingness to participate in further training and development opportunities offered by the school to further knowledge.
Aptitude to respond to change positively.

Equal Opportunities

An understanding of and a willingness to promote equal opportunities.