



THE STOUR FEDERATION AFTER SCHOOL CLUB COORDINATOR JOB DESCRIPTION

SCALE POINT 5-6 £12.18 - £12.38 HOURLY RATE

Play. Make their day. Choose your attitude. Be there.

CORE PURPOSE

Co-ordinate and be responsible for the day-to-day running of the after school club, ensuring provision of high quality childcare.

RESPONSIBILITY FOR OTHERS: the post has considerable direct impact on the well being of individuals or groups (i.e. physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: the post organises rotas, checks work, instructs or trains a small number of staff.

RESPONSIBILITY FOR FINANCE: the post has limited direct responsibility for financial resources.

RESPONSIBILITY FOR PHYSICAL RESOURCES: the post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling/processing of information and maintenance of materials/games/toys.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- Organise activity programme and plan, prepare and lead appropriate play opportunities/activities.
- Deliver play opportunities/activities.
- Day to day supervision, work allocation and organisation of play worker staff.
- Observe and evaluate children's development, play and learning experiences, in conjunction with the Headteacher (or other senior member of staff).
- Provide care for the children including: delivering and collecting small groups to and from school, ensuring safe return to appropriate person.
- Provide refreshments (drinks, snacks, tea).
- Liaise with parents (re: attendance and collection of children, charges for and collection of fees, child behaviour and wellbeing whilst at the club etc).
- Undertake day-to-day administration tasks including maintenance and updating of records.

- Liaise with school administration over payments and purchasing of materials.
- Ensure that resources are maintained and clean and arrange for replacement/new resources.
- Work within the Children's Act, ensuring that standards and guidelines are adhered to by self and others.
- Understand and ensure Child Protection procedures, Health & Safety policies, confidentiality procedures are adhered to.
- Administer first aid as appropriate and according to policies.

QUALIFICATIONS/TRAINING & LIKELY ABILITIES

- Educated to at least GCSE/GCE O level/CSE grade 1 in literacy and numeracy to be able to read and understand procedures, policies and legislation and to count and calculate charges.
- Knowledge of relevant procedures, e.g. Child Protection, Health and Safety, Food Hygiene.
- Have experience of working with and caring for children aged 3 – 11 and understand and meet individual children's needs.
- NVQ level 3 in EY or equivalent.
- Understand good quality childcare.
- Be able to maintain accurate records.
- Have supervision qualities and be able to use own initiative.
- Previous relevant experience working with young children.
- Have good communication, listening, persuasion and negotiation skills.
- Able to present evaluative information to others (for formal reviews etc).
- Able to lead and participate in safe and creative play.
- Hold current first aid certificate.

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

ADDITIONAL DETAILS

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

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.