



JOB DESCRIPTION

Job Title: Extended Schools Co-ordinator

Employer: University of Brighton Academies Trust

Grade: 6

Responsible to: Principal

Responsible for: Extended Schools Assistant

PURPOSE OF THE ROLE

To oversee and administrate the extended school clubs.

KEY RESPONSIBILITIES

- To be responsible for providing a high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
- To manage and lead a team of breakfast club and after school club assistants, including organisation of rotas
- To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
- To administer First Aid as appropriate.
- To carry out day to day administration, record keeping, ordering and purchasing materials and equipment
- To be responsible for the day-to-day financial administration and monitoring requirements where appropriate
- To work within an agreed budget.
- To liaise with parents/carers, informing them about the club and its activities.
- To ensure that all legal and statutory requirements are implemented and provide reports as required.
- To carry out all responsibilities and activities within an equal opportunities' framework.
- To abide by and work towards all the policies within the school e.g. Health and Safety.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

- To implement activities for all children and for key groups which encourage linguistic and social interaction. between the children and their parents/carers in the absence of the Extended School Assistant.
- Key person to connect child and parent in terms of safeguarding.
- Co-ordinate outside providers
- Manage payment of bills and resolve any outstanding invoices with parents in a timely manner

PERSON SPECIFICATION

REQUIREMENT	CRITERIA	ASSESSMENT METHOD		
		APPLICATION	INTERVIEW	EXERCISE
EDUCATION AND QUALIFICATIONS				
Essential	GCSE A-C passes in English and Maths or equivalent.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desirable	First Aid Qualification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE AND EXPERIENCE				
Essential	Admin Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desirable	Experience of working in an educational setting, including with children with a range of special educational needs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desirable	Evidence of further recent and relevant training or qualifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desirable	Experience of safeguarding requirements within an educational setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KEY SKILLS AND ABILITIES				

Inspiring our children and staff to flourish and achieve their best

Essential	Ability to follow instructions or work on own initiative as necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to demonstrate active listening skills and communicate effectively with pupils, parents, carers and other professionals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to keep accurate records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to implement high health and safety standards and implement all Academy policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to work effectively as part of a team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to establish positive relationships with children.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to maintain confidentiality on all Academy matters.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to maintain confidentiality on all Academy matters.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Organisational Skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PERSONAL ATTRIBUTES

Essential	A commitment to giving children and families the opportunity to reach their full potential.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	A commitment to Equal Opportunities and Inclusion.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Willingness to participate in further training and developmental opportunities offered by the Academy and county, to further knowledge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	A commitment to continuing professional development.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	A commitment to own presentational skills.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	To be able to work under pressure and manage own timekeeping well.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

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Approval Date: