



Excellence in Learning

Purposeful Collaboration | Aspirational Curriculums | Heart of the Community

AFTER SCHOOL CLUB COORDINATOR TEIGNMOUTH COMMUNITY SCHOOL – MILL LANE



AFTER SCHOOL CLUB COORDINATOR

Temporary, NJC SCP 7
17.5 hours per week, 39 weeks per annum
2:45pm to 6:15pm Monday to Friday

Teignmouth Community School, Mill Lane, are seeking to appoint a After School Club Coordinator for our after-school provision. We currently offer our 'Kites' provision for children over the age of 5 within the school.

We are looking for an enthusiastic individual to provide a secure, caring and creative environment during after school hours.

The successful applicant must be confident working in a childcare setting and have a real passion for working with children. You will also be required to support individuals from all age ranges across the school. You will be required to communicate with children, staff and parents/carers.

Level 2/3 Safeguarding training, a Paediatric First Aid Certificate and Food Hygiene Certificate would be beneficial, although full training will be provided.

Teignmouth Community School is committed to promoting and safeguarding the welfare of children and young adults. If successful, you will undergo an Enhanced Level DBS check.

The successful candidate will:

- Be committed to the vision and values of the Osprey Learning Trust.
- Be diligent in their work, paying close attention to detail.
- Be a positive and creative person, organised with attention to details.

Osprey Learning Trust is a wonderful place to work and is full of staff who are dedicated to improving the life chances of every pupil that attends it's 5 schools. We work closely with all schools within the Osprey Learning Trust and are part of a wider family who all believe passionately in Excellence in Learning.

Our vision is to provide **EXCELLENCE IN LEARNING** for all schools within the trust. This is achieved:

- through purposeful **COLLABORATION**
- by having aspirational **CURRICULUMS**
- from being at the heart of its **COMMUNITY**

If you share these visions, then we very much welcome your application for this post. For an informal discussion please contact Andrew Webber, School Manager, on 01626 772320 or via email andrew.webber@teignmouthschool.co.uk.

Application forms and further information are available from our website; <https://www.ospreylearningtrust.co.uk/trust-vacancies/> or via email to Andrew Webber andrew.webber@teignmouthschool.co.uk

For more information regarding our school, please visit our website www.teignmouthprimary.co.uk.

Closing dates for applications will be Friday 25th June 2021 at 12 noon.
Interviews will take place on Tuesday 29th of June 2021.

Job Description

Job Title:	After School Club Coordinator
Location:	Mill Lane
Responsible to:	Headteacher
Salary:	NJC SCP 7 (FTE £20,092, £ 8066.35 Actual)
Contract:	17.5 hours per week over 39 weeks (term time only) – Hours: 2:45pm to 6:15pm
Job Reference Number:	TCSML_PL_140621

Key Purpose of Job

Provide after school childcare for our Kites' provision, ensuring:

- children are offered a structured, secure and creative environment whilst in our care
- administer bookings and increase the numbers within the provision
- bookings are scheduled and paid for
- school policies and procedures are followed at all times

Liaising with:

- Headteacher
- Deputy Headteacher
- School Business Manager
- Teaching and non-teaching staff
- Parents/Carers

Duties:

The Playleader will:

- Adhere to processes and procedures whilst the children are in your care.
- Encouraging and leading the children to get outside where possible and take part in physical activity.
- To plan and deliver a range of activities with structure and enthusiasm; encouraging maximum participation.
- Setting up the play space including moving furniture and play equipment when required.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Organise administration through School Money, where necessary.
- Facilitating good communication with all members of the school, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Ensuring that all activities, equipment and the setting are safe with the relevant risk assessments undertaken.
- Packing away the equipment used in the session and cleaning the area and kitchen.
- Kit/Equipment maintenance and safety checks.
- Snack preparation/cooking and washing up and cleaning kitchen.
- Ensure the provision is Covid-safe

Person Specification

Area	Job Requirements	Essential/ Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> Current Paediatric First Aid certificate Food Hygiene Certificate Level 2 or 3 Safeguarding Certificate 	D D D	A, C, I A, C, I A, C, I
Experience/ Knowledge	<ul style="list-style-type: none"> Experience of establishing positive relationships with children and staff Previous experience of working with children as a After School Club Coordinator or any other work involving primary aged children Experience of handling food 	E D D	A, I, R A, I, R A, I, R
Skills	<ul style="list-style-type: none"> A sense of creativity To work under pressure and multitask Ability to remain calm in pressurised situations Good interpersonal skills. Ability to communicate confidently at all levels and develop and maintain positive working relationships with children and adults Good level of written and verbal skills. A basic knowledge of Health and Safety requirements in a school environment 	D E E E E E	A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R
Other Conditions	<ul style="list-style-type: none"> Satisfactory pre-employment checks including DBS 	E	C

Key to Evidence:

A – Application
 C – Certificates
 I – Interview
 R – References