

## After-School Play Lead Job Description

### Key Purpose of the Role

To be responsible for the development and daily management of the After-School Club, providing a safe and caring environment in line with relevant national standards and guidance, where children can enjoy a range of enriched play, learning and leisure activities, guided by our school values.

To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children, building links and working in partnership with parents, carers and professionals to promote the wellbeing of the children.

### Line Management

Day to day: Headteacher

This post will line manage the After-School Club Assistants

### Main Duties and Responsibilities

To undertake the daily management of the Club, supervising staff and rotas, any parents/carers and volunteers, participate in their selection, ensure appropriate induction and training to ensure they are aware of their duties, maintain high standards throughout the Club, ensure the health, safeguarding and welfare of the children and implement activities in line with relevant national standards and guidance.

### Public Face and Family Support

- To develop and maintain good communication with all staff, governing body, parents and with the wider community.
- To liaise with the parents and professional organisations to encourage involvement and support for the Club.
- Develop professional working relationships with the school, parents and all relevant professional authorities.

### Pupil Support

- To plan and develop appropriate activities to ensure that relevant national standards and guidance are met at all times and a key role in suitably equipping the club in order to support children's physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds.
- To identify any potential child protection issues related to specific children or the overall running of the Club, liaising with the school's Designated Safeguarding Lead and other professional as appropriate in order to safeguard and promote the welfare of children.
- Liaise with the school regarding the needs of the children who attend the Club

### Operations Liaison

- To develop and regular review a set of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the Club.
- To be responsible for the preparation required for an inspection of the Club, e.g. OFSTED, and action any recommendations that may result from the inspection.
- To develop, implement and monitor an Operational Plan, explaining how the setting runs and how the resources are used to meet the needs of the children. To oversee administration and financial procedures, record keeping, ordering and purchasing in accordance with club systems. To keep up to date, and ensure the Club complies, with relevant new legislation, procedures and requirements, including hygiene and health and safety regulations.
- To market the Club, monitor the number of places being used and how the resources (staff, premises and equipment) are utilised to ensure that the Club is sustainable and runs in the most efficient and effective manner.
- To lead the day to day management and organisation of the Club.

- To provide line management to a team of play workers, directing the work of staff based at the Club, supervising their activities and inducting new staff members.
- Work alongside whilst leading and motivating staff to deliver and provide quality care play opportunities and development activities in a nurturing and safe environment.
- Assist with the setting up and clearing away of Club equipment.
- Uphold, implement and regularly review all policies and procedures.
- Take responsibility for the Health & Safety, accident prevention and safeguarding of children and staff.
- Take on the role of Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded.
- Liaise with the School Operations Lead regarding ordering resources and rigid financial control, ensuring the Club remains within budget.
- Purchase and monitor food and other related supplies.
- Be responsible for the staffing and staff attendance for the Club.
- Effectively manage the occupancy levels of the Club: managing the waiting list and offering places. Promoting and marketing to maintain effective occupancy.
- Develop professional working relationships with the school, parents and all relevant professional authorities.
- Monitor and evaluate and constantly improve the quality of the service.
- To ensure that professional standards of food hygiene are maintained with preparation of breakfast and light tea; including completion of the appropriate risk assessments and record keeping for hazards and accidents.
- Ensure effective recruitment and induction and professional development of staff.
- Take responsibility for personal professional development, including attending any relevant meetings to keep abreast of all current practices relating to extended child care.
- To carry out other duties which enhance and promote the effective running of the Club, including regular meetings with the Headteacher or School Leadership team.

#### Administration

- Maintain all records relating to the management of the Club ensuring confidentiality and data protection; such as registers, bookings and invoicing (finance administration will be supported by the Finance Administration function of St Christopher's Multi Academy Trust)

#### General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

#### Acceptance of this Job Description

<b>On behalf of St Christopher's C of E (Primary) Trust:</b>	<b>On behalf of the Employee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>