



After School Club Leader – Job Description

Post Title: After School Club Leader

Salary: Scale 3

Contract type: Permanent

Start Date: As Soon As Possible

Reporting to: School Business Manager

Overall responsibility

To ensure the smooth running of After School Care Club procedures, leading other After School Club staff to ensure a high quality provision of a healthy snack and varied activities for pupils to enjoy in a relaxed and purposeful environment at the end of the school day.

Responsibilities

- To safeguard children and ensure and promote their health & safety
- To endeavour to meet the individual needs of all the children attending ASC and to help provide a warm, caring and safe environment.
- To be conscious of safety at all times, and to follow the Health and Safety policy.
- To administer first aid as appropriate and to keep records of any accident or incident
- Purchasing of food etc. & stock control, ensuring cupboard, fridges etc. are also cleaned
- Set up area before children arrive & with other After School Club staff pack away at end of session (ensuring area is cleaned after each session)
- Plan and coordinate activities and games to interest and stimulate the children.
- Organise the space and resources to create a welcoming, relaxed and informal environment
- Meet and greet parents & children as they collect children (ensuring a positive relationship with both)
- Note any information passed on from parents and pass onto relevant professionals
- Interact with children, hold discussions, play a game or simply have a conversation on a one to one basis.
- Ensure a good balance between free choice of play and directed play when necessary
- Ensure there is a good standard of behaviour in line with the school's behaviour policy and bring any concerns to the attention of parents, rely these conversations to After School Care Club team and Senior Leaders.
- Communicate any relevant news or issues to others in After School Care Club team.
- Lead the team to ensure that the provision is consistent, effective and of a high standard.

Administrative Duties

- Liaise with prospective parents (by telephone or in person) providing information and ensuring necessary documentation is accurate and complete e.g. contact information, medical needs etc.
- Record attendance on daily register (including time of arrival)
- Maintain weekly attendance register and half-term booking forms
- Ensure all records are kept updated and correct procedures re: medicines etc. are followed
- Keep other staff aware of relevant After School Club news
- Ensure planning is consistent with EYFS requirements
- Processing of any other displays, letters, emails as and when needed
- Liaise with school office staff and Headteacher on all relevant matters and issues.





Skills & personal qualities required

- Child centred
- Good organizational & communication skills
- Able to lead and motivate a team
- Reliable
- Professional & positive approach
- Patience & flexibility
- Resourceful, practical, good at problem solving
- Basic Food Hygiene certificate (training provided where needed)
- First- aid certificate (training provided where needed)
- A suitable childcare qualification (NVQ Level 3 or equivalent in childcare, or working towards Level 3)

