



Job Description

Job Title:	After School Club Leader
Grade:	F3
Salary:	£19171 FTE per annum, actual £8571PA
Hours:	20 hours per week
Responsible To:	Headteacher
Responsible for:	Afterschool Club Assistants
Important Functional Relationships:	Pupils, parents, carers, school staff, headteacher, Premises Manager, Principal Business Manager, school staff, pupils, Assistant Caretaker, suppliers of goods and services, general public.

Main purpose of the job

To organise and supervise the After School Club assistant team, to ensure the safe and appropriate supervision of pupils during After School Club.

Main duties and responsibilities:

1. To supervise and assist a team of supervisory assistants in After School Club, ensuring effective deployment of the assistants.
2. To keep a register of children attending and collect fees from parents, in keeping with the school's financial procedures, using the trust's software.
3. Responsible to booking children into the Afterschool Club and related Administration duties using the trust's software.
4. To plan and prepare appropriate play based activities for children in Keystage 1, Keystage 2 and Reception, including the use of other visiting staff offering more adventurous activities.
5. Plan, prepare and serve refreshments (drinks, biscuits), with the awareness of allergens, food hygiene and individual pupils dietary requirements.
6. To prepare the area to include moving and setting up tables and chairs and ensure areas are clean and tidy, particularly after use.

7. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
8. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed.
9. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
10. Be responsible for children during outdoor activities and ensure that the ratio of 1:8 is maintained. Complete of list of children to ensure that everyone is accounted for.
11. Complete an accident form as necessary, making sure that school are informed of any incident.
12. Deal with any anti-social behaviour promptly and ensure that the headteacher and appropriate parents are informed.
13. Be aware of all school policies and procedures.
14. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
15. To maintain confidentiality of information acquired in the course of the undertaking duties.
16. To be responsible for your own continuing self-development, undertaking training as appropriate.
17. To undertake other duties appropriate to the grading of the post, as required.

PERSON SPECIFICATION

Job Title: After School Club Leader

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	A minimum of 2 years experience of working with children. Experience of leading/managing other staff.	Experience of working in a school environment	Application form/interview
<u>Education & Training</u>	Relevant NVQ3 or higher. First Aid Qualification. Willingness to undertake child protection training.	<ul style="list-style-type: none">• Food hygiene certificate• Health & Safety training• Allergen Awareness• Evidence of Child Protection training	Application form/interview
<u>Special Knowledge & Skills</u>	Good communication skills. Tact and diplomacy skills. Conflict resolution abilities.		Application form/interview References
<u>Any Additional Factors</u>	Self-motivated and enthusiastic. Patient, tolerant and friendly approach. Enhanced CRB (after appointment). Displays an awareness, understanding and commitment to the aims and ethos of childcare and play provision.		Application form/interview References