

# St Nicholas Church of England Primary School



## Job Profile / Description

<b>JOB TITLE:</b>	<b>CARE CLUB LEADER</b>
<b>Job Context:</b>	St Nicholas Church of England Primary School, Shepperton, is a large voluntary aided school, for 4 to 11 year olds. The London Diocesan Board for Schools, together with Surrey County Council, supports St Nicholas School in its work.
<b>Location:</b>	St Nicholas Church of England Primary School Manor Farm Avenue, Shepperton, Middlesex, TW17 9AD
<b>JOB PURPOSE:</b>	To provide a care facility at the beginning or end of a school day where children can feel safe and happy, in compliance with the school vision, aims, policies and procedures agreed by the Governing Body.
<b>Accountable to:</b>	Ultimately: The Governing Body (Employers) and the Headteacher For Management: Care Club Manager For Appraisal: Care Club Manager

### KEY RESPONSIBILITIES

- To care for the children and to meet their varying needs, ensuring that they all feel valued, happy and safe.
- To understand and comply with school policies and procedures relating to safeguarding including Child Protection, Behaviour, Health and Safety, Supporting Pupils with Medical Conditions, Special Educational Needs and Disability, Attendance and Data Protection.
- To communicate effectively between parents and school staff enabling the best possible welfare of each child.
- To ensure that registers are completed and that unexplained absences are immediately followed up with the Care Club Supervisor / Manager.
- To prepare activities and resources for the session providing a range to meet different interests, including some calm space for those wish to rest.
- To facilitate activities as directed by the Care Club Supervisor.
- To encourage positive and respectful relationships enabling children to play individually or in groups.
- To providing personal care in dealing with accidents and sickness.
- To ensure tidy and safe storage of resources, catering supplies and children's property e.g. coats and book bags.
- To prepare snacks and drinks as directed by the Care Club Supervisor. (PM Only)
- To undertake other reasonable duties, as requested by the Care Club Supervisor.
- To participate in training as required.