



## Job Description

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**Job Title:** Extended School Co-Ordinator

**Scale:** Grade 5

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### Reporting Arrangements

The post holder will report to the Extended School Manager and School Business Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

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### Main Purpose of the Job:

To oversee all lunchtime staff, across all areas, ensuring that jobs, activities and sessions are planned and organised effectively.

Planning, preparing and delivering a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 4- 11 year olds

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### Main Duties and Responsibilities:

#### Lunchtime

- To establish supportive and effective relationships with our lunchtime and catering team.
- To oversee all lunchtime staff, across all areas, ensuring that jobs, activities and sessions are planned and organised effectively.
- To manage lunchtime timetables alongside the SBM.
- Liaise with class teachers, leaders and SLT to ensure all staff are aware of any individual pupil needs.
- To ensure that all pupils welfare and food needs are met through each lunchtime.
- To ensure all lunchtime staff are effectively engaging with our pupils and supporting their development during lunchtime.
- To take rapid action to provide support when difficulties become apparent.
- To follow the schools procedures for child protection, safeguarding, health and safety as well as confidentiality.
- A need to make concise, accurate and purposeful actions and judgements as issues arise through the lunchtimes.
- To develop an understanding of the specific needs of the children to be worked with.
- To meet with all supply staff at the start of any lunchtime session giving full direction of our expectations.

#### After School Club



- Planning and preparation of fun and nutritious snacks for children.
- Purchasing toys and equipment as necessary within agreed budget and keeping appropriate financial records.
- First point of contact for handling and resolving complaints from parents.
- Producing written or verbal termly reports.
- Ensuring the safe collection and transportation of children between the classes and the club.
- Managing and leading the after school club staff.
- Ensuring delivery of creative play opportunities in a safe and caring environment.
- Assisting in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
- Communicating and liaising with parents and school staff.
- Implementing an induction programme with any new staff.
- Ensuring that areas are cleared at the end of sessions. Adhering to legal responsibilities and duties under the 1989 Children Act, Care Standards Act 2000 and the Health and Safety Act, to take reasonable care for the health and safety of themselves, staff, children and members of the public who use the club.

### **Other areas of responsibility**

- The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
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Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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### **Safeguarding:**

Beaver Road Primary School is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.



## Person Specification

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### **For this job we are looking for:**

Experience of working with 3 – 11 year olds and their families.

Knowledge and understanding of child development.

Understanding and commitment to good quality childcare.

Experience of co-ordination desirable.

Ability to meet individual needs of children.

Ability to provide and facilitate safe and creative play.

Ability to lead and manage a team.

Ability to communicate effectively at all levels.

Ability to work on own initiative.

Understanding of and commitment to Equal Opportunities

### **Qualifications required:**

A suitable childcare qualification. (NVQ level 3 or above in childcare, playwork or equivalent).

First aid certificate or willing to undertake training.

Basic food hygiene certification or willing to undertake training.

Basic Health and safety certificate or willing to undertake training.

Safeguarding training or willing to undertake training.



**Personal Style and Behaviour:**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.

Personal commitment to continuous self-development.

A commitment to continuous service improvement.

Be willing to consent to and apply for an enhanced disclosure to a DBS check.

**Additional clarification of requirements of the post include:**

**Safeguarding**

Is responsible for the protection and safeguarding of all children and displays a commitment to this.

Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.

Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

**Promoting Equality and Diversity**

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage.

Listen to contributions made to service development without prejudice.

**Care**

Listen and respond to children’s needs, seeking out innovative ways of consulting and engaging them.

Network with others to develop services for the benefit of the children.

**Developing Self and Others**

Be willing to share learning and encourage others to do the same.

Listen to others and respond to their needs.

Strives for improvement and take responsibility for own development.