



Location: Scarcliffe Primary School, Fox Hill, Scarcliffe, Bolsover, Chesterfield, S44 6TH

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 6.25 hours per week, term time only

Responsible to: Headteacher

Post objective:

To provide a safe and stimulating environment for children in the after-school club and at breakfast club.

To plan and organise activities and support additional staff in ensuring a consistent, high-quality offer.

Main Duties and Responsibilities:

- Safeguard children during their time in clubs. Deal with and pass on concerns as necessary. Follow the school's safeguarding policies and procedures
- Liaise with parents / carers at drop off and collection times and pass on key information between home and school.
- Run after school club - plan and deliver a suitable programme of imaginative and innovative activities suitable to the needs and interest of children from 4-11 years old.
- Keep relevant records and ensure registers are taken at the beginning of each club.
- Prepare snacks and drinks as required.
- Procedures are adhered to particularly in relation to children being collected at the end of club to ensure the children's safety.
- Ensure areas are cleaned at the end of the session
- Deal with the problems in line with the school's behaviour policy.
- Deal with accidents and report any serious incident to the office.
- Ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book.
- In line with school procedure, ensure the health and safety of children which includes monitoring and checking of equipment, visual checks of areas being used.
- Act as the lead adult at club – setting up resources and activities and support the additional adult to ensure high levels of consistency and quality of delivery.
- Carry out other instructions given by the Headteacher that reasonably fall within the remit of the post.

- Secure the school site at the end of the session. Check windows and doors are locked, plugs are off and staff have left the building. Turn on the alarm and lock the main door.
- Open the school site in the absence of the school caretaker.
- Attend INSET days and training as required.

Person Specification

- To be a caring and valued member of our school community who enjoys working with children as part of our small team, whilst working independently and leading on activities.

Desirable qualifications

- To hold relevant TA/childcare qualification.
- To be paediatric first aid trained.
- To hold a first aid certificate.