

Before and After School Club Leader- Job Description

Responsible to the Head Teacher

General description:

To provide a breakfast and after school club for children aged 3 to 11 years old.

Key Responsibilities include:

- Responsibility for the day to day management of the setting
- To provide high quality childcare within a safe and stimulating environment
- Management of the club's staff for after school sessions
- Planning and delivering a range of suitable activities for the children accessing the club
- Planning and preparing nutritious meals/snacks
- Ensuring crockery and cutlery are washed and put away
- Being responsible for ensuring all materials and equipment are properly used, maintained and put away.
- Carry out all responsibilities and activities within an equal opportunities framework
- Working within all agreed policies and procedures
- Access training when required
- Maintaining confidentiality
- Liaising with the head teacher and office staff
- Liaising and communicating with parents
- Being punctual and flexible with working hours

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Level 3 Full and Relevant Qualification in Early Years childcare or the equivalent | * | |
| Experience | | |
| Experience of working with children within a school or childcare setting | * | |
| Personal Qualities and Skills | | |
| The ability to inspire and motivate children | * | |
| Excellent inter personal skills | * | |
| Excellent organisational skills | * | |
| Excellent behaviour management skills | * | |
| Ability to lead a team | * | |
| Ability to work on own initiative | * | |
| Ability to use judgement and common sense | * | |
| Excellent oral and written communication skills | * | |
| Computer literate | * | |
| Able to maintain confidentiality | * | |
| Commitment to own professional development | * | |
| Certificates in safeguarding, health and safety, food hygiene and first aid | | * |
| Commitment to safe guarding and promoting the welfare of our children | * | |

