



## Orchard Primary School Job Description & Person Specification

<b>Job Title:</b>	<b>Afterschool Club Leader</b>
<b>Grade:</b>	8
<b>Responsible To:</b>	<b>Head Teacher; School Business Manager</b>

### Job Purpose

To perform and supervise the day-to-day organisation and operational aspects of the club to provide a safe, stimulating, fun, approachable and well managed Breakfast Club. The club fully supports its equal opportunity policy, and aims to show care, appreciation and respect to every individual member or child. To fulfil all legal and statutory requirements; to contribute to and implement all club policies.

### Main Duties and Responsibilities

1.	To encourage and support the team to provide a safe and stimulating environment for the children providing creative and appropriate play and relaxation opportunities.
2.	Managing, co-ordinating and leading a team of Wrap Around Care Assistants. Supervision and mentoring of Assistants is a key role.
3.	To market and promote the club image and ethos and ensure the implementation of all club systems.
4.	Carry out day-to-day administration alongside the school office. Assisting with maintenance of the booking system to receive and record bookings, cancellations and late collections in accordance with the club's registration terms and conditions.
5.	To maintain records of members' details and information required to meet the individual needs of the children.
6.	To supervise all staff including any volunteers. Ensure all registration and supervision procedures are adhered to.
7.	<u>Health and safety-</u> To comply to legal responsibilities and duties under the Health and Safety Act and The Children's Act Regulations. To take reasonable care for health and safety of self and of persons who may be affected by your acts or omissions at work. To conduct fire safety procedures, monitor the condition of play equipment and support all responsibilities and activities of the clubs policies on Equal Opportunity, Child Protection, and Food safety. Be fully aware of all emergency and security procedures. Ensure general well being of children at all times.
8.	To record and inform parents of any incidents or accidents relating to their children, obtaining the parent's signature on the appropriate documentation. Administer first aid as appropriate.
9.	To build and encourage club-parent partnerships. Promote communication and involvement and facilitate new ideas.
10.	Ensure correct levels of supervision and care at all times. Children must never be placed in a vulnerable or wanting situation at any time.
11.	Hold regular meetings with other team members to discuss successes, concerns, or any other business. Disseminate information to all staff from meetings as appropriate.
12.	Assist the club with promotional activities and encourage new membership.
13.	To support the clubs induction and training and development procedures by working closely with the Business Manager and Care staff through appraisals, reviews and in house supervision and mentoring to ensure all staff feel empowered and competent.
14.	To work within an agreed budget.

15	To ensure all equipment, premises, care, maintenance and security needs are met through regular meetings. Identify any necessary equipment through discussion with your team. Liaise with the School Business Manager accordingly to make arrangements.
16	To develop a communication pathway between the club, the team and the School Business Manager and Admin staff to deliver a club that strives for the best for its children and staff, ensuring that it is innovative and caring. To liaise with the Before School Club team to ensure that activities are complimentary.
17	To undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
An appropriate childcare qualification and/or willing to train	✓		Doc/Int
A current first aid certificate		✓	
Valid food hygiene certificate		✓	
<b><u>Or</u></b>			
Demonstrable experience identified within the section below.	✓		Ref/Int
<b><u>Experience</u></b>			
An understanding of good quality childcare and child development:	✓		App/Int/Ref
Experience of working with children, especially with 4-11 year olds	✓		
Ability to provide and facilitate safe and creative play	✓		
Special needs experience		✓	
<b><u>Knowledge</u></b>			
Knowledge of health and safety issues		✓	App/Int
Knowledge of OFSTED care standards for Out Of School Care and Children's Act	✓		

	Essential	Desirable	How assessed
Show respect and understanding to children's individual needs	✓		
Some experience of administration and management and the ability to use IT systems for this purpose	✓		
Understanding and commitment to Equal Opportunities.	✓		
Knowledge of Safeguarding practices and procedures	✓		
<b><u>Skills and Competencies</u></b>			
Effective communicator (Oral and written) at all levels	✓		App/Int
Good inter personal skills and customer service skills	✓		
Ability to organise and delegate to staff.	✓		
Self motivated, confident reliable and flexible	✓		
Able to accept responsibility and show initiative	✓		
Team member and leader	✓		
Positive, bright cheerful and outgoing. Open, honest, trustworthy and caring. Supportive and a good listener. Creative and diplomatic	✓		
Sense of humour, adaptable, professional, approachable, patient and considerate	✓		
Good mental and physical health	✓		
Excellent behaviour management with knowledge of positive behaviour strategies			
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

**Key:**

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Dc = Documentary Evidence (E.g., Certificates)**

**Date Prepared/Revised:**