

Job Description

After School Club Lead

Principal Responsibilities

- The provision of high-quality play opportunities in a safe environment.
- The day to day management of the club's staff and resources; and
- In consultation with the Trust and Head teacher, the production, implementation and monitoring of necessary policies and development plans.

Main Duties

1. To provide support and a safe and secure environment for all children including those with additional requirements.
2. To take all steps necessary in order to ensure the safety and well-being of the children and members of staff for whom you are responsible.
3. In collaboration with colleagues, to plan and provide a high quality, safe plan and care environment for children during club hours.
4. Arrange for the preparation and provision of healthy snacks/breakfast to children who attend the club having due regard to appropriate Health & Hygiene and Health and Safety regulations.
5. To meet legal requirements of the EYFS framework and the requirements of the Childcare Register.
6. To ensure that all colleagues, children and parents are fully informed with regard to all policies and their implementation.
7. To establish good working relationships with the parents of children who attend the club.
8. To carry out day to day administration, record keeping, ordering and purchase of materials and equipment and stock control.
9. To work closely with members of the school's staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club.
10. To take responsibility for appropriate parts of the school's premises during club activities and work closely with the school's caretaker.
11. To promote the club at school events for example during 'new intake parents' meetings
12. To ensure that high quality promotional materials and administration documents are available to school staff at all times.
13. To carry out risk assessments for environment, any relevant activities and any trips and visits off site.
14. To promote the club in the local community.
15. To carry out all of the above duties with full regard of and commitment to equal opportunities for all children.



The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

St. Peter's Smithills Dean CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

Person Specification

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Understanding of child development and the importance of play	Application Form / Interview
2.	Ability to provide and facilitate a range of appropriate and creative play and care activities in a safe and stimulating environment	Application Form / Interview
3.	Ability to respond to and meet children's individual needs	Application Form / Interview
4.	Ability to build positive relationships and communicate with children and adults	Application Form / Interview
5.	Understand current legislation and quality practice with regard to Out of School Care Clubs	Application Form / Interview
6.	Awareness of safeguarding principles and safe working practices	Application Form / Interview
7.	Ability to respond calmly to challenging situations	Application Form / Interview
8.	Ability to manage colleagues sensitively and effectively	Application Form / Interview
9.	Ability to promote the club within the local and wider community	Application Form / Interview
10.	Ability to work individually and collaboratively and prioritise work effectively	Application Form / Interview
11.	Understanding of and the ability to work with children with behavioural difficulties, SEN/disabilities	Application Form / Interview
12.	Willingness to undertake appropriate training as necessary	Application Form / Interview
13.	Knowledge of EYFS, undertaking observations and liaising with reception class teachers	Application Form / Interview
14.	Understanding of/ability to meet the needs of a multi-cultural community	Application Form / Interview
15.	Displays commitment to the protection and safeguarding of children and young people	Interview
16.	Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedures	Interview



Experience, Qualifications and Training		Method of Assessment
1.	Holder, working towards or willing to work towards an NVQ Level 3, BTEC Level 3 or equivalent in Playwork. Childcare	Application Form
2.	Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent	Application Form
3.	Experience of working with children and young people in a management/supervisor position	Application Form / Interview/References

Work Related Circumstances		Method of Assessment
1.	The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate