



Extended Services Leader

School: West Hill Primary Academy
Salary: Kent Range 5
Reporting to: School Business Manager

Purpose of the Job:

To provide safe, high quality play and learning opportunities for children. Be responsible for the day to day organisation and operation of the clubs.

Key duties and responsibilities:

1. Ensure adequate staff ratios for Year R-6 children (1:12) and Nursery (1:8)
2. Submit weekly food shopping order
3. Plan stimulating activities for the children weekly
4. Plan and shop for food and resources for upcoming Holiday Clubs if applicable
5. Monitor and maintain food hygiene folder ensuring certificates are in date
6. Ensure a trained first aider is on the rota during all clubs
7. Print out a weekly and daily register and ensure that children are signed in and parents sign out their child each day
8. Advertise Holiday clubs if applicable to encourage bookings
9. Respond to emails from parents and carers regarding clubs
10. Ensure all parents and carers sign the clubs terms and conditions
11. Ensure there are at least 2 contact numbers from parents and carers in case of an emergency
12. Generate a healthy food menu to cater for children's dietary needs
13. Work in partnership with the central finance team regarding income and debt in relation to clubs
14. Adopt an extended services risk assessment and ensure it is followed
15. Follow the procedure as per the after school club terms and procedures in relation to late collection of children
16. Manage staff working within the extended services setting and ensure that the rota is being followed
17. Ensure that the setting used for before and afterschool club is kept clean and tidy after use

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

Person Specification

Essential

- Supervisory experience in a childcare setting with demonstrable understanding of playwork development.
- Ability to relate to children and adults, understand their needs and respond accordingly.
- Good influencing skills to encourage students to interact with others and be socially responsible.
- The ability to work well in a team and independently.
- Excellent communication and interpersonal skills, both written and verbal.
- Numeracy and literacy skills

Desirable

- Basic IT skills
- Paediatric First Aid Certificate or willingness to obtain
- Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.

Postholder's signature:

Postholder's name:

Date:
