

After School Club Leader

Job Description and Person Specification



SANDHURST
— PRIMARY SCHOOL —

PURPOSE OF THE POST:

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

Key duties and responsibilities

- Ensure adequate staff ratios for Year R-6 children (1:12) and Nursery (1:8)
- Submit weekly food shopping order
- Plan stimulating activities for the children weekly
- Monitor and maintain food hygiene folder ensuring certificates are in date
- Ensure a trained first aider is on the rota during all clubs
- Print out a weekly and daily register and ensure that children are signed in and parents sign out their child each day
- Respond to messages from parents and carers regarding clubs
- Ensure all parents and carers sign the club's terms and conditions
- Ensure there are at least 2 contact numbers from parents and carers in case of an emergency
- Work in partnership with the office manager regarding bookings for clubs
- Manage staff working within the after school club setting and ensure that the rota is being followed
- Ensure that the setting used for before and after school club is kept clean and tidy after use

Wider responsibilities

- Understand and apply School policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Respect confidentiality at all times
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

Responsibility for Data Protection

- Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.
- Use school-approved platforms and tools for communication and data sharing.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA
EXPERIENCE	<ul style="list-style-type: none">• Previous experienced of working with children
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Numeracy and literacy skills• Basic IT skills• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.• Good influencing skills to encourage pupils to interact with others and be socially responsible
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality

Signed: Date:

Signed: Headteacher