

BRUNSWICK HOUSE PRIMARY SCHOOL

After School Club Leader - Job Description and Person Specification

PURPOSE OF THE POST:

To provide safe, high quality play and learning opportunities for children;

To be responsible for the day to day leadership, organisation and operation of the club during term time.

Key duties and responsibilities

- Maintain adequate staff ratios for Year EYFS to 6 children);
- Ensure that all staff fully understand their safeguarding responsibilities and are routinely trained;
- Act as designated safeguarding lead for the unit, assuming all duties associated with this role;
- Plan weekly, healthy tea-time food options and submit the weekly food shopping order;
- Plan stimulating activities for the children weekly, catering for differing needs;
- Maintain up to date food hygiene, fire safety, medical needs and first aid folders, ensuring training is renewed within agreed timescales and any new training provided where children present with medical needs that require additional training;
- Ensure that at least two first aid trained staff are on duty in the club every day;
- Print out registers, to ensure that all children are signed in and parents sign out on leaving on a daily basis;
- Respond to messages from families daily;
- Ensure all families sign the club's terms and conditions;
- Ensure there are at least 2 contact numbers from each family, in case of an emergency;
- Work in partnership with the School Business Manager on all ASC club bookings and payments;
- Manage all staff working within the after school club setting, ensuring that the rota and the staff code of conduct are strictly followed;
- Ensure that the hall is thoroughly tidied and cleaned after use, with resources stored away neatly.

Wider responsibilities

- Understand and apply school policies in relation to behaviour, safeguarding, health and safety;
- 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 school policies.

Responsibility for Data Protection

- Support teachers in implementing data protection policies by handling pupil and family data with care, ensuring secure data storage.
- Use only school-approved platforms and tools for communication, recording 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 the following criteria:

CRITERIA

Experience

- Previous experience of working with children;
- Previous experience of leading a team of adults, preferably in a childcare setting.

Knowledge

- Knowledge of policies and procedures relating to child protection, food hygiene, health and safety, security, equal opportunities and confidentiality.

Skills and Abilities

- Good numeracy and literacy skills;
- Sound IT skills;
- Excellent inter-personal skills;
- Can relate well to children and adults, understanding their needs and can respond accordingly;
- Good influencing and mediation skills to encourage pupils to interact with others and be socially responsible.