After School Club Leader Job Description and Person Specification

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)

• 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.

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| EXPERIENCE | SKILLS AND ABILITIES | KNOWLEDGE |
| • Previous experience of working with children | • 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 of policies and procedures relating to child protection, health, safety,  security, equal opportunities and confidentiality |