



# St Peter's Methodist Primary School



## Out of School Club Lead Job Description

Post Holder:		
<p><i>The description of the duties, responsibilities and accountabilities for the post Out of School Club Leader at St Peter's Methodist Primary School have been set out in this job description.</i></p>		
Responsibility Areas	Out of school club lead	
Accountabilities	A	Undertaking responsibilities as an out of school club worker
	C	Generic duties relevant to all members of staff.
Accountable to	Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Current Grade	KSC	
Signed		Date:
Signed		<i>Headteacher</i>



# St Peter's Methodist Primary School



## Out of School Club Lead Job Description

Area of Accountability: A

*Undertaking responsibilities as an out of school club worker*

### **1. PURPOSE OF JOB**

- To be responsible for the development and daily management of the Out of School Club providing a safe, caring and stimulating environment for children.
- To build links and work in partnership with parents, carers and professionals to promote the well being of the children.
- To follow the school policies, procedures and practices that include the Out of School Club.

### **PRINCIPAL ACCOUNTABILITIES**

- Undertake the daily supervision of the Out of School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Develop activities in order to provide a stimulating environment for the children.
- Maintain the Out of School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff and be responsible for all Health and Safety matters to ensure the well being of all those who use and work in the club.
- Develop, monitor and implement an Operational Plan, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of Out of School Club staff in order that appropriate staff are appointed.
- Monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Out of School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the Out of School Club's Equal Opportunities Policy is adhered to.



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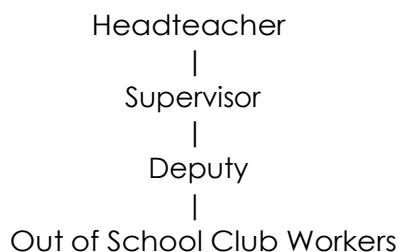
### NECESSARY EXPERIENCE

- Minimum of GCSE pass grade or above in maths and English
- Paediatric First Aid Certificate or willingness to obtain.
- Experience in a childcare setting or in an educational setting.
- Experience of basic technology
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

### JOB CONTEXT

- The Out of School Club Supervisor will be expected to direct and supervise the Out of School Club staff.
- The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

### 7. ORGANISATION (not Line Management responsibilities)





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## Out of School Club Lead Job Description

### Area of Accountability: B

#### *General duties relevant to all members of staff*

To actively promote our agreed Christian Values and school mission statement and aims.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

#### Use of Technology

All staff will be expected to utilise technology and to improve communication. Security procedures must be followed when using computing systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools Acceptable Use Policies.

#### Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies

#### Safeguarding

St Peter's Methodist Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by St Peter's Methodist Primary School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.