

**KENT COUNTY COUNCIL**  
**HAY JOB DESCRIPTION QUESTIONNAIRE**

Job Title: Out of School Club Worker      Directorate: Education & Libraries

Reports to: Out of School Club Supervisor

Job Holder's Name:      Location:      School

Post Number:      Date:

Current Grade: KR2 (indicative)

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**1. PURPOSE OF JOB**

To work under the direction of the Out of School Club Supervisor to provide safe, high quality play for children.

To assist the Supervisor in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children

To build links and work in partnership with parents, carers and professionals to promote the well being of the children.

**2. DIMENSIONS**

Subordinates: None

Budget: None

No. of Children: up to 24

**3. PRINCIPAL ACCOUNTABILITIES**

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Supervisor, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to 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 advise the Out of School Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Supervisor in ensuring 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 in accordance with the Out of School Club's Equal Opportunities policy,.
- Support the Out of School Club Supervisor in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are

Agreed By ..... Approved By .....  
Job Holder      Manager

Compiled By ..... Approved By .....  
Job Analyst      Chief Officer / Nominee

confidentially maintained in order to ensure effective storage and retrieval of information.

#### **4. NECESSARY EXPERIENCE**

- Knowledge of Health and Safety procedures in the Out of School Club
- Knowledge of Child Protection procedures in the Out of School Club.
- Paediatric First Aid Certificate or willingness to obtain
- Must have a basic understanding of Food Hygiene
- Basic experience and understanding of multi-agency and partnership working
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

#### **5. SCOPE FOR IMPACT**

This post has a direct impact on the wellbeing and development of children attending the club. The post holder is required to be aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures.

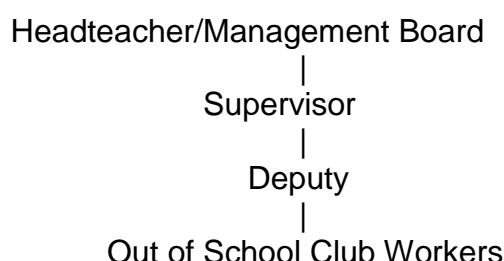
The post holder will need to work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.

#### **6. JOB CONTEXT**

The Government is looking at ways in which childcare provision can be extended from the traditional “school” environment. Introducing Out of School Clubs is one way in which they are achieving this.

The postholder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.

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



#### **8. CHANGE STATEMENT**

As a result of the Government’s initiative “School Workforce Reform” and the National Agreement “Raising Standards – Tackling Workloads” new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in

extended roles and the role of the Out of School Club Worker is one of these.