



VACANCY BEFORE/AFTER SCHOOL CLUB LEADER

Post Details

Job Title:	Before & After School Club Leader
Grade:	Grade 5, point 12, £14.36 per hr
Location of work:	Statham Primary School
Responsible to:	Head Teacher/Governors
Responsible for:	Before & After School Club Play Workers
Hours of Duty:	Up to 15 hours per week, term time only. Afternoon hours will be 2.45pm-6.00pm Mon- Thurs 4.30pm-6.00pm Fri

Primary Purpose & Scope of the Job:	The day-to-day organisation and running of Statham Wrap Around
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Working Relationships

Extended Provision Club colleagues, Head Teacher, pupils and parents

Primary Scope and Purpose

- To provide a safe, creative, nurturing, stimulating and imaginative environment for children
- Be responsible for providing efficient and effective co-ordination of activities, support and development of all children attending the before and after school club
- To lead, manage and support the Before and After School Club team
- To help support development of all children attending the Before and After School Club

Key Tasks and Responsibilities

- The post holder must carry out the duties with full regard to the School's Improvement Plan, Equality and Diversity Policy and Health & Safety Policy
- Develop, implement and monitor relevant Health & Safety systems ensuring that all required processes are in place
- Complete Health & Safety site inspections on a daily basis
- Maintain daily risk register and maintain records in accordance with regulations
- Ensure the promotion and understanding of safeguarding legislation and policies
- Comply with all policies and procedures, including Child Protection and Safeguarding, Health & Safety, confidentiality and data protection
- Carry out all duties with due regard to confidentiality and data protection regulations particularly with regard to staff data
- Develop policies and paperwork for the day to day administration of the clubs, e.g. registers, signing in and out forms and other procedural forms and systems for ordering/buying equipment and food

- Develop partnerships with parents and other school staff and agree to share relevant information
- Complete all necessary training and have requisite DBS checks, First Aid and Food Hygiene Certificates
- Maintain daily register, assess risk and see that the health and safety checklists are carried out
- Ensure children are delivered to their designated point/classroom promptly
- Lead the planning and delivery of age appropriate activities, ensuring that they are stimulating and fun and are provided in a safe, caring environment
- Source, procure and ensure best value of all link provision resources
- Develop, plan and ensure provision of nutritional snacks and varied meals for children
- Oversee the effectiveness of day to day activities
- Work within an agreed budget
- Attend relevant training courses and CPD
- Ensure the premises and facilities are in good order and report any problems to line manager
- Administer First Aid as appropriate
- Maintain stock of snack, craft supplies and play apparatus
- Carry out regular performance development reviews/time to talk for all employees
- Offer support, guidance and advice to other members of staff
- Identify and arrange relevant training and development opportunities for both self and link club employees
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the school's safeguarding and health & safety policies at all times
- Undertake such additional duties as are reasonably commensurate with the level of the post
- To liaise regularly with link member of SLT to ensure consistency with school practices

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Application forms, job descriptions and person specifications are available from the school website – www.stathamprimary.co.uk and should be returned to the Headteacher, Mrs Jane Rooney either by post or by email statham.office@thebeamtrust.co.uk

Candidates may arrange to view the school if they wish to do so during the morning of Tuesday 28th February. Please contact the school office to make an appointment.

statham.office@thebeamtrust.co.uk

Closing date for applications is 12 noon Wednesday 18th December 2024
Interviews to take place Thursday 19th December 2024

The Beam Trust is an equal opportunities employer.

We are committed to safeguarding our pupils and each other. The successful applicant will be required to apply for a Disclosure and Barring Service Check. Further details can be found at

www.homeoffice.gov.uk/dbs