**EAST SUSSEX COUNTY COUNCIL**

Job Description

|  |  |
| --- | --- |
| **DEPARTMENT**: | Schools |
| **LOCATION:** | Countywide |
| **JOB TITLE:** | After School Club Leader |
| **GRADE:** | East Sussex Single Status Grade 4 |
| **RESPONSIBLE TO:** | Business Manager |
| **MAIN PURPOSE OF THE JOB:** | To provide safe, high quality play opportunities and care for children, and be responsible for the day to day organisation and operation of the club. |

**KEY TASKS**

1. To provide full care for the children including collection of children from school (where appropriate) and the safe delivery to parents and/or named carers. This may include providing refreshments.
2. To be responsible for providing a high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
3. To oversee the provision of refreshments.
4. To promote Learning through Play.
5. To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
6. To administer First Aid as appropriate
7. o carry out day to day administration, record keeping, requesting materials and equipment keeping to agreed budget
8. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children’s progress and encouraging parental involvement.
9. To ensure that all legal and statutory requirements are implemented, and provide reports as required.
10. To carry out all responsibilities and activities within an equal opportunities framework
11. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety
12. To carry out the above duties in accordance with the Education

Department’s Equal Opportunities Policy.

Addendum:

Progression to SS5, if the role is required to manage after school club assistants.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL

**Person Specification**

**Post Title: Breakfast / After School Club Co-ordinator**

**Location: Countywide**

## **Grade: Single Status 4**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | * Ability to provide and facilitate safe, creative play * Ability to manage and lead a team * Ability to produce regular project reports * Ability to communicate at all levels * Able to converse at ease with customer and provide advice in accurate spoken English * Ability to establish a rapport with pupils and their parents * Ability to meet children’s individual needs, including those with special educational needs * Ability to use judgement and common sense |  | * Application/Interview |
| **Education &**  **Qualifications** | * Childcare qualification or an NVQ3 in Playwork or equivalent * Knowledge of Learning through Play * A current First Aid certificate |  | * Application/Interview |
| **Knowledge** | * An understanding of good quality childcare * A knowledge and understanding of the Health and Safety regulations within the school * An understanding of, and commitment to, Quality Assurance * Knowledge of school policies on Child Protection, Pupil Behaviour, and Equal Opportunities. |  | * Application/Interview |
| **Experience** | * Experience of working with 4 to 12 (or 14) year olds * Some experience of administration including budget management |  | * Application/Interview |
| **Personal Attributes** | * A personal commitment to equal opportunities * Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge * Willingness to maintain confidentiality on all school matters |  | * Application/Interview |
| **Date (drawn up): November 2009**  **Reference of Officer(s) drawing up person specifications: JM** | | | |

**EAST SUSSEX COUNTY COUNCIL**



Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment | X |
| Working with children/vulnerable adults |  |
| Moving & handling operations |  |
| Occupational Driving |  |
| Lone Working |  |
| Working at height |  |
| Shift / night work |  |
| Working with hazardous substances |  |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids |  |