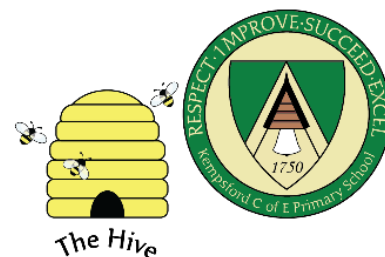


Kempsford Church of England Primary School

“Together, we will RISE”

Kempsford, Gloucestershire, GL7 4EY
admin@kempsford.gloucs.sch.uk

01285 810367
kempsfordschool.com



AFTER SCHOOL CLUB LEADER (Maternity Cover)

JOB DESCRIPTION

To be responsible to the Head Teacher

To have overall responsibility for the day-to-day organisation of the scheme. To include:-

- The provision of safe, creative, appropriate timetabled play activities, preparation of activities, organisation of programmes.
- Ensure adequate provision made for first aid and administration.
- Encouraging parental involvement and support. Close liaison with parents, school representatives, other childcare/play related agencies and visitors to the scheme.
- Attend meetings and INSET days as appropriate
- Provide regular reports to the governors and Head Teacher.
- Carry out all responsibilities and activities within the equal opportunities policy.

Applicants will be required to meet/demonstrate the following person specifications:-

- An understanding of good play work practices
- A commitment of equal opportunities
- A knowledge of the Children’s Act, Ofsted standards and United Nations Article 31 – Rights of a Child
- Knowledge of Child Protection procedures
- Ability to provide safe, creative and stimulating play
- Some experience of administration
- Ability to produce regular reports
- Experience of working with children
- Ability to meet children’s individual needs
- Ability to work on own initiative
- Ability to use judgement and common sense
- Knowledge of First Aid
- Competent in one or more areas of play skill

AFTER SCHOOL CLUB LEADER, PART TIME, TERM TIME ONLY (38 WEEKS), FIXED TERM, 11 HOURS 15 MINUTES PER WEEK (10hrs contact time and 1hr 15 for preparation / administration)

Grade 3 (pts 4-6) £18426 - £19171 pa pro rata

Supervising children and leading activities at after school club from; 3.15pm-5.15pm for 5 days per week

Applications by: 02-07-2021 by midday **Interview:** 12-07-2021 **Start date:** 06-09-2021

