



## After School Club Leader

### Job Description

### Reports to: Head Teacher

#### Overview

- To lead the After School Club and deliver activities to the children.
- To ensure that all children are safe and receive rich and stimulating play experiences
- To meet requirements of regulatory bodies with relation to EYFS matters, special needs, child protection, Health and Safety and to ensure that company policies and procedures are adhered to.

#### Key Responsibilities

##### Care and Curriculum

- Act as After School Club Leader to plan for and implement the activity program for After School Club.
- Provide high standards of quality opportunities for the children to continue their social development.
- Lead planning for the After School Club activities.
- Promote and facilitate partnership with parents/carers and other family members.
- Demonstrate good practice with regard to special needs and inclusion.
- Ensure that children are kept safe and that staff understand, and when necessary follow, Child Protection Procedures.
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.
- Develop and maintain highly professional working relationships with colleagues within the school and Pre-school.
- Carry out all responsibilities in building relationships with a small group of children and their families, and promote parental partnership and involvement.
- Remain abreast of current developments in childcare.
- To carry out any other tasks as reasonably requested by the SLT of the school.

##### Administration

- Be responsible for checking in advance the children who are registered to attend.
- Collect the children who are registered to attend.
- If children have not attended, follow the procedure to ascertain why they have not attended.
- Liaise with the school office regarding any children who arrive unexpectedly to ascertain if they should stay in After School Club.
- Record any additional children not pre-booked once confirmed that they should remain in After School Club.
- Record any children collected late.
- Ensure that the contact and medical lists for all children up to date in The ARK for each session and returned to the office.
- To raise an invoice for children who are paid for by Childcare vouchers and record payments received accordingly in liaison with the SBM.

## Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout The Ark.
- Ensure the general cleanliness of the children at all times.
- Adhere to Health and Safety policies, risk management and ensure that any remedial action is taken immediately.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.

### Application Details:

Application forms, which are available from the Gloucestershire County Council Website, can be e-mailed to [admin@kempsford.gloucs.sch.uk](mailto:admin@kempsford.gloucs.sch.uk) and should be received by **12noon on Friday 24<sup>th</sup> June** together with a covering letter. Please ensure you provide telephone numbers and e-mail addresses for your referees. Interviews will be held on **Tuesday 28<sup>th</sup> June 2022**.

Kempsford Primary School is committed to safeguarding children and requires all staff to share this commitment. The post is subject to an enhanced DBS and prohibition checks. Appointment will be subject to satisfactory references.

**AFTER SCHOOL CLUB LEADER, PART TIME, TERM TIME ONLY (38 WEEKS), FIXED TERM VARIABLE, 11 HOURS 15 MINUTES PER WEEK (10hrs contact time and 1hr 15 for administration)**  
Grade 3 (pts 4-6) £19264 - £20043pa pro rata  
Supervising children and leading activities at after school club from  
3.15pm-5.15pm for 5 days per week

**Applications by:** 24-06-2022

**Interview:** 28<sup>th</sup> June 2022

**Start date:** 01-09-2022

### PERSON SPECIFICATION

#### Post Title: After School Club Leader

Person Specification	Essential	Desirable
A minimum of 1 years post qualifying experience working with children from 2 to 4 years.	✓	
A childcare and Education qualification equivalent to NVQ level 3 (training can be provided if required)		✓
Current First Aid at Work Qualification		✓
Excellent communication skills both written and verbal	✓	
Ability to build relationships with colleagues	✓	
An understanding and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace	✓	
A willingness to undertake further relevant training including outside of working hours.	✓	