Inspiring Educational Excellence for Everyone

ARDEN forest

C of E Multi Academy Trust

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: BEFORE/AFTER SCHOOL CLUB CO-ORDINATOR

POST LEVEL: Band E NJC SCP 5-6

BROAD DESCRIPTION:

Under the direction of the Headteacher or other senior member of staff, to co-ordinate and be responsible for the day-to-day running of the club, ensuring provision of high quality childcare.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS: The post has considerable direct impact on the wellbeing of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post organises rotas, checks work, instructs or trains a small number of staff.

RESPONSIBILITY FOR FINANCE: The post has limited direct responsibility for financial resources, involving occasional handling small amounts of cash/cheques.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling/processing of information and maintenance of materials/games/toys.

TYPICAL TASKS

Organise activity programme and plan, prepare and lead appropriate play opportunities/activities
Deliver play opportunities/activities
Day to day supervision, work allocation and organisation of play worker staff
Observe and evaluate children's development, play and learning experiences, in conjunction with the Headteacher (or other senior member of staff)
Provide care for the children including: delivering and collecting small groups to and from school, ensuring safe return to appropriate person
Provide refreshments (drinks, snacks)
Liaise with parents (re: attendance and collection of children, charges for and collection of fees, child behaviour and wellbeing whilst at the club etc).
Undertake day-to-day administration tasks including maintenance and updating of records
Liaise with school administration over payments and purchasing of materials

Ensure that resources are maintained and clean and arrange for replacement/new resources
Work within the Children's Act, ensuring that standards and guidelines are adhered to by self and others
Understand and ensure Child Protection procedures, H & S policies, confidentiality procedures are adhered to.
Administer first aid as appropriate and according to policies

QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES

Educated to at least GCSE/GCE O level/CSE grade 1 in literacy and numeracy to be able to read and understand procedures, policies and legislation and to count and calculate charges.
Knowledge of relevant procedures, e.g. Child Protection, Health and Safety, Food Hygiene
Have experience of working with and caring for children aged 2 – 11 and understand and meet individual children's needs NVQ level 3 in EY or equivalent
Understand good quality childcare
Display commitment to the protection and safeguarding of children and young people
Value and respect the views and needs of children
Be able to maintain accurate records
Have supervision qualities and be able to use own initiative.
Previous relevant experience working with young children
Have good communication, listening, persuasion and negotiation skills
Able to present evaluative information to others (for formal reviews etc)
Able to lead and participate in safe and creative play
Hold current first aid certificate