



## **Shirley Community Nursery and Primary School**

**Job Description:** Breakfast & After School Club Play Leader

**Responsible to:** Suzanne Wernham Deputy Headteacher

**Pay Scale:** Level 2 Point 6 (£11.62/hour)

**Hours:** 7.30-8.45am and 3-6pm - Monday to Friday (21.25 hours per week)

**Job Purpose:**

To co-ordinate and lead a team of staff on a day-to-day basis that provides safe, stimulating, comfortable and friendly high quality after school care.

To contribute to and implement Breakfast and After School Club policies

To fulfil legal and statutory requirements

**Principal Accountabilities:**

**Overall responsibility for the day-to-day running of the after school club:**

- understanding and ensuring all aspects of safeguarding are monitored to the highest standard.
- liaising with the finance department regarding financial records, invoicing, registers etc.)
- ensure safe receipt of monies from parents and issuing of receipts.
- presenting an overall professional image for the club.
- ensure that after-school club is a safe environment for children, staff and others, that
- equipment is safe, standards of hygiene are high, safety procedures are implemented and
- ensure after-school club staff are effectively managed. To undertake extra training as appropriate, monitor the training of staff, conduct yearly appraisals of all staff.
- purchasing of necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) and the regular maintenance and tidying of equipment
- Overall responsibility for activities, including planning and delivery,
- maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details.

- organise regular staff planning meetings to plan activities appropriate for the age and number of children and to discuss and assign individual responsibilities to other staff.
- remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
- ensure all necessary after school club policies exist, are up-to-date and are implemented on a daily basis, ensuring all legal and statutory requirements are implemented and relevant
- resources kept up to date, e.g. accident book and first aid kit.
- co-ordinate and promote the building of strong links between the after school club and parents/carers regarding after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
- actively support the children's social development, through appropriate activities and to
- provide support for other staff in these activities if required.
- set a positive role model for children.
- co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.
- purchase stock and help with the preparation of food and drinks, and the subsequent clearing up.
- To liaise with staff as appropriate and attend open mornings/evenings to promote the club.
- Any other duties deemed necessary for the safe and efficient running of the club.

**NOTE;**

*Shirley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are conditional and subject to an enhanced DBS check.*

*This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.*