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| **UNDERHILL SCHOOL AND CHILDREN’S CENTRE**  **AFTER SCHOOL/BREAKFAST CLUB LEADER** |

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| Employment details | |
| Job title: | After-school/Breakfast Club Leader |
| Profession: | Child care |
| Department: | After-school /Breakfast club |
| Reports to: | School Business Manager |
| Hours of work: | Part-Time |
| Salary: | Grade D |

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| Main duties and responsibilities include:   * Leading the day-to-day management of the after-school/breakfast club. * Providing line management to a team of After-school/breakfast/Breakfast Club Assistants, directing the work of staff based at the after-school/breakfast club, supervising their activities and inducting new staff members. * Working with all staff to ensure and provide care, as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children. To contribute positively to provide safe, creative and stimulating play activities to meet the needs of children aged 3-11 years. * Liaising with the school office team to administer bookings and organise the collection of fees, ensuring that any monetary transactions are handled and documented as directed by the school’s finance policy. * Implementing and regularly reviewing all policies and procedures of the after-school/breakfast club. * To assist in the setting up and putting away of all equipment at the start and end of each session. * To liaise with parents or carers for children in the care of the clubs * Lead in the development of new clubs and activities * Order food and ensure supplies. * Provide registration forms to parents * Oversee issues with children with behavioural / emotional problems. * Look to prevent any H&S issues and to report and accidents. * Complete Risk Assessments for all trips. * Record attendance and assist in the chase up of outstanding debts. * Help promote use of ParentPay to parents to make payments * Maintaining all records relating to the after-school/breakfast club in accordance with data protection and freedom of information legislation/regulations. * Maintaining records of staff attendance, checking their salary pay claims, and informing Business Manager of staff absences and lateness. Arrange for cover staff * Effectively managing the occupancy levels of the after-school/breakfast club and offering childcare places. Ensure the correct ratios of adults to children. * Promoting and marketing Underhill School and Children’s Centre after-school/breakfast/breakfast club to maintain occupancy and revenue streams. Liaising with parents to encourage parental involvement and support for the after-school/breakfast club. * Monitoring and evaluating the quality of the after-school/breakfast club’s service. * Working in partnership with the senior leadership team to provide after-school/breakfast club provision. * Maintaining working relationships with other site users. * Ensuring that all staff work within the policies, guidance and procedures of school. * Taking responsibility for personal professional development, including participation in annual appraisals, any necessary training. |
| Health and safety duties and responsibilities include:   * Maintaining an up-to-date knowledge of health and safety legislation/legal guidance. * Oversee accidents and reporting to parents as required and in line with the first aid policy. * Undertaking the appropriate risk assessments for the after-school/breakfast club, where necessary. * Ensuring that adequate standards of safety and hygiene are maintained throughout the after-school/breakfast club, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents. |
| Safeguarding duties and responsibilities include:   * Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance. * Report any safeguarding issues * Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by Underhill School and Children’s Centre. * Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members/parents/volunteers working at the after-school/breakfast club, and report to the designated safeguarding lead. |
| General duties and responsibilities include:   * Contributing to the quality assurance process of the school and the after-school/breakfast club. * Carrying out any other duties that would enhance the work of the school’s extended day services. |

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|  | | **Person specification** | | | |  | | |
|  | | **Essential** | | | | **Desirable** | | |
| Qualifications and experience | | * NVQ level 3 in childcare or other relevant qualification/experience | | | | * Degree or equivalent in childcare or other relevant qualification * First aid qualification | | |
| Knowledge and skills | | * Recent experience of working with children aged 3-11 years * Up-to-date knowledge of childcare/pedagogy | | | | * Up-to-date knowledge of pedagogy * Up-to-date knowledge of child protection and safeguarding legislation * Up-to-date knowledge of health and safety legislation * Up-to-date knowledge of special educational needs | | |
| Abilities and aptitudes | | * Excellent communication skills * Good organisational skills * Competent in using computer systems such as Microsoft Office | | | |  | | |
| Personal qualities | | * Passionate about all aspects of childcare and education * A caring and nurturing manner * Patience | | | |  | | |
| Prepared by: | | | | | | | | |
| Name: |  | | | Signature: |  | | Date: |  |
| Title and/or department: | | |  | | | | | |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.