



Job Description and Person Specification

Job title	Lunchtime & After School Club Co-ordinator
Contract type	Part-time
Weekly working hours	Monday – Friday 11.30am – 6.00pm each day (with 30-minute unpaid break) 30 hours in total Willingness to support holiday club provision during school holiday periods when required (additional remuneration would be applicable)
Reporting to	Deputy Head
Weeks per year	34 (term time based)
To commence by	At the earliest opportunity

Job Description

Purpose of the Role

The Lunchtime & After School Club Co-ordinator plays a key role in supporting the welfare, enjoyment and safety of pupils aged 3-11 within a busy and nurturing Prep School environment. The postholder will be responsible for supervising pupils during lunchtime and managing the day-to-day operation of the School's After School Club, ensuring that both provisions are safe, well organised, engaging and enjoyable.

During lunchtime, the role involves supporting pupils in the dining hall and playground, encouraging healthy eating habits, good manners and positive behaviour whilst promoting a caring and inclusive environment. The postholder will encourage pupils to make sensible food choices, ensure children eat an appropriate amount of their lunch and monitor pupils' wellbeing throughout the lunch break.

The role also includes the co-ordination and administration of all After School Club arrangements, including maintaining registers, managing bookings, liaising with parents and ensuring collection procedures are followed. The successful candidate will plan and deliver a varied programme of fun, stimulating and age-appropriate activities that provide a positive end to the school day.

Depending on demand, there may be a requirement for school holiday clubs to be arranged and managed. Participation in holiday club provision forms part of the wider responsibilities of this role. Holiday club sessions will operate subject to demand and the school's operational requirements. Where holiday club work is required and undertaken, hours worked will be paid in addition to the employee's normal contractual salary at the prevailing rate determined by the school.

The successful candidate will be reliable, organised, enthusiastic and caring, with a genuine passion for working with children and creating a fun, safe and welcoming environment where every pupil feels valued, supported and happy.

Key Responsibilities

Lunchtime Supervision and Pupil Welfare

- Supervise pupils aged 3-11 during lunchtime, ensuring their safety, wellbeing and engagement at all times.
- Support pupils in the dining hall, encouraging good manners, positive social interaction and respectful behaviour.
- Encourage pupils to make healthy and sensible food choices in line with the school's healthy eating ethos.
- Monitor pupils during mealtimes and ensure children eat an appropriate amount of their lunch.

- Support younger pupils with practical aspects of mealtimes where required.
- Maintain awareness of pupils' dietary requirements, allergies and medical needs, ensuring all procedures are followed.
- Promote positive behaviour and reinforce the School's expectations and values.
- Observe pupils' interactions and support the development of positive relationships and friendships.
- Supervise indoor and outdoor play, ensuring pupils play safely and inclusively.
- Report any concerns relating to pupil welfare, behaviour, health or safeguarding in accordance with School procedures.

After School Club Management and Administration

- Co-ordinate the daily operation of the After School Club.
- Manage all administrative arrangements relating to the club, including bookings, pupil registers, attendance records and collection arrangements.
- Communicate effectively with parents regarding attendance, collection arrangements and general club administration.
- Ensure accurate and confidential record keeping at all times.
- Maintain up-to-date emergency contact details and medical information.
- Develop and promote the After School Club provision to ensure a high-quality experience for pupils and families.
- Assist with the planning and organisation of occasional holiday club provision as required by the school.

Activities and Engagement

- Plan, organise and deliver a varied programme of age-appropriate activities and experiences.
- Provide creative, educational, recreational and physical activities suitable for Prep and Pre-Prep aged children.
- Encourage participation and ensure activities are inclusive and enjoyable for all pupils.
- Foster children's confidence, independence and social development through play and structured activities.
- Prepare, set up and clear away resources and equipment required for club activities.
- Create a positive atmosphere where children feel relaxed, engaged and supported.

Food Preparation and Welfare

- Prepare and serve snacks and light refreshments in line with food hygiene standards and School procedures.
- Ensure the dietary requirements, allergies and medical needs of pupils are met at all times.
- Promote healthy eating and positive attitudes towards food.
- Maintain high standards of cleanliness and hygiene within food preparation and serving areas.
- Clean and maintain equipment used within the club environment.

Holiday Club Provision

- Support the planning, organisation and delivery of the school's holiday club programme as required.
- Work additional hours during school holiday periods to support holiday club provision when sufficient demand exists and sessions are scheduled by the school.
- Assist in the preparation of activities, resources, refreshments and administrative arrangements for holiday club sessions.
- Ensure the same high standards of supervision, safeguarding, health and safety, pastoral care and pupil engagement are maintained during holiday club provision.
- Create a fun, safe and stimulating environment where children can participate in a range of exciting and age-appropriate activities.
- Foster positive relationships with pupils and parents attending holiday club provision.

Health, Safety and Safeguarding

- Safeguard and promote the welfare of all pupils.
- Maintain a safe environment by identifying and addressing any potential risks.
- Administer first aid when required and respond appropriately to accidents or incidents.
- Record accidents, incidents and concerns in accordance with School procedures.
- Ensure all safeguarding, health and safety and risk assessment procedures are followed.
- Supervise pupils effectively during transitions between activities, lunch, club sessions and collection times.
- Ensure pupils are released only to authorised adults and follow all school collection procedures.

General Responsibilities

- Contribute fully to the wider life of the school, including clubs, trips (day and residential), assemblies, and whole-school events.
 - Uphold all school policies, safeguarding procedures, and professional standards.
 - Build strong relationships with parents, communicating progress and supporting engagement in children's learning.
 - Participate actively in staff meetings, INSET days, and continuing professional development.
 - Undertake any other reasonable duties as requested by the Headteacher.
 - To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
 - To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
 - To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
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Safeguarding

The school is committed to safeguarding and promoting the welfare of children. The health, safety and well-being of all our pupils are of paramount importance to all the staff at Kew College Prep. We are committed to providing an environment in which children feel welcomed, safe, valued and respected. Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities.

To ensure that we comply with our Safeguarding commitment and responsibility, the school will undertake all necessary vetting checks, pre and post interview, including an enhanced DBS check, internet checks, teaching prohibition checks, references right to work in the UK and medical fitness.

Person Specification

Criteria	Essential	Desirable
Qualifications	Paediatric First Aid qualification (or a willingness to obtain via KCP).	Additional childcare qualification.
	Food Hygiene Certificate (or a willingness to obtain via KCP).	Safeguarding training.
	GCSE English and Mathematics (or equivalent).	
Experience	Experience of working with children aged 3-11 in a school, childcare, nursery or similar setting.	Experience working within an independent or prep school environment.
	Experience of supervising groups of children.	Experience of holiday or sports club provision.
	Experience of planning and delivering engaging activities for primary-aged children.	Experience of managing club bookings or administrative systems.
	Experience of maintaining records and undertaking administrative duties.	
Knowledge and Understanding	Understanding of safeguarding and child protection responsibilities.	Understanding of educational and recreational provision for primary-aged children.
	Knowledge of health and safety requirements when working with children.	

	Understanding of children's welfare and wellbeing needs.	
	Awareness of food allergies, dietary requirements and medical needs.	
Skills	Ability to supervise and engage children in a safe and positive manner.	
	Strong organisational and administrative skills.	
	Ability to communicate effectively with pupils, parents and colleagues.	
	Ability to plan and deliver fun, stimulating and age-appropriate activities.	
	Good record-keeping and IT skills.	
	Ability to work independently and use initiative.	
Personal Qualities	Reliable, punctual and trustworthy.	
	Friendly, caring and approachable.	
	Positive, enthusiastic and energetic.	
	Well organised and efficient.	
	Flexible and adaptable, including willingness to support holiday club provision where required.	
	Committed to safeguarding and promoting the welfare of children.	
	A strong team player with a professional and positive attitude.	

Special Requirements

Requirement	Details
Working Pattern	Term time only, with the opportunity to undertake additional paid holiday club work subject to demand and operational requirements.
Holiday Club Provision	Willingness to support holiday club provision during school holiday periods when required. Additional hours worked will attract separate remuneration.

Physical Requirements	Ability to actively supervise pupils indoors and outdoors and participate in activities throughout the school day.
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