

Job Description

Job Title:	School Care Club Leader
Grade:	Level 5

JOB PURPOSE

To manage the before and after school care club

To be responsible for the care of the children before and after school and during the school holidays

KEY DUTIES / RESPONSIBILITIES

Under the direction of the Headteacher

- To arrange the staff duty rota
- To collect fees from parents and liaise with the school office for the banking of all monies
- To provide care and supervision for pupils outside of school hours
- To deliver and collect school pupils who attend the before and after school club
- To supervise children whilst playing games and undertaking activities in the care club
- To maintain a safe and clean environment for children, other staff and visitors so far as it is possible
- To help with the maintenance of any records that are kept
- To assist in the preparation of foodstuffs and to supervise children before, during and after they have eaten
- To contribute to the creation of an attractive and stimulating environment through good quality display and classroom organisation
- To support the maintenance of positive links between home and school by making parents feel welcome within the care club
- To be aware of, and maintain, specific school policies which relate to pupils in the care club including special educational needs, behaviour, equal opportunities and health and safety
- Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
- Any other duties commensurate with the post.