



## **General Professional Duties**

To work under the direction and instruction of senior staff to ensure and monitor the safety and good behaviour of students at the club, ensure that they have a positive experience, supervise other club worker(s) and manage the business element of the club.

## **Support to Pupils, Parents and Community**

- Ensure the welfare and safety of the students in accordance with school policy and procedures.
- Be the appointed First Aider. Summon help, where necessary, in case of injury or illness and provide basic first aid for minor injuries.
- Report any accidents to senior staff, completing written accident reports as required.
- Report any behaviour incidents to Heads of House, for them to follow up, maintain a record of these incidents.
- Provide appropriate student supervision.
- Liaise with senior staff to ensure the club is maintained to Ofsted standards of care.
- Promote good behaviour within the club in line with school policy.
- Ensure that a daily register is taken.
- Maintain student data in line with school policies.

## **Support to Other Staff**

- May line manage at least one other member of staff.
- Organise and supervise the work of other club staff.
- Set a good role model in terms of dress, punctuality, behaviour and attendance.

## **Support Organisational Management**

- Manage club member numbers, reporting to senior staff regularly.
- Ensure that the club area is cleaned at the end of the session and is ready for normal lessons.
- Participate in training and development activities as required.
- Contribute to the promotion of the club in order to maximise usage and continued success.

## **Support to Resources:**

- Ensure that the club's dining equipment is safely and hygienically maintained.
- Organise resources and equipment daily and undertake an annual audit of equipment.
- Be responsible for the administration of the club including:-
  - Preparing of invoices to parents
  - Ensuring payments are received in a timely fashion and chasing late payments.
  - Ensuring student data is collected and maintained up to date.

- Ensuring student data is kept securely in compliance of data protection guidelines and the school's policies.
- Managing parent: club contracts.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or meet.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***