

Job Description

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| Job Title | Breakfast/Afterschool Club Co-ordinator |
| Grade | C |
| Responsible To | Principal / Deputy Headteacher / Assistant Vice Principal |
| Staff Managed | None |
| Job Family | Supervisory |
| Job Purpose | The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities. |
| Job Context | The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities. |
| Accountabilities / Main Responsibilities | |
| Operational Issues | <ul style="list-style-type: none"> ● Maintain a register of children ● Prepare & provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards ● Prepare and set up room as required ● Administer basic first aid as required ● Undertake the personal care of children as required, including toileting, dressing, sickness ● Ensure the children and young persons are supervised at all times |
| Communications | <ul style="list-style-type: none"> ● Close liaison with parents, colleagues, pupils ● Encourage parental involvement and support ● Communicate with school staff as appropriate |
| Resource Management | <ul style="list-style-type: none"> ● Collect monies from parents as required ● Assist in the purchase of resources, including food/drink ● Ensure the building is safe and secure for the children and young persons at all times ● Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor |
| Safeguarding | <ul style="list-style-type: none"> ● Responsible for promoting and safeguarding the welfare of the children and young people. |
| Systems and Information | <ul style="list-style-type: none"> ● Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details |
| Planning and Organising | <ul style="list-style-type: none"> ● Plan and provide a variety of safe, creative and appropriate play opportunities |
| Data Protection | <ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | <ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| Equalities | <ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues. |

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| <p>Flexibility</p> | <ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures |
| <p>Customer Service</p> | <ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support. |

Person Specification

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| Job Title | Breakfast/Afterschool Club Co-ordinator | |
| Grade | C | |
| Responsible To | Principal / Deputy Headteacher / Assistant Vice Principal | |
| Staff Managed | None | |
| Job Family | Supervisory | |
| Essential | Desirable (if not attained, development may be provided for successful candidate) | |
| Knowledge | | |
| <ul style="list-style-type: none"> ● An understanding of and commitment to the provision of good quality childcare ● An understanding of food hygiene rules ● Health & safety knowledge, including lifting and handling and fire prevention ● A sound understanding of safeguarding procedures ● Knowledge of healthy eating | | |
| Experience | | |
| <ul style="list-style-type: none"> ● Some experience of working with children in a play work or educational setting | | |
| Occupational Skills | | |
| <ul style="list-style-type: none"> ● Ability to plan and deliver safe activities relevant to the age of the children ● Ability to work on own initiative and use common sense ● Ability to communicate effectively with parents and colleagues, verbally and in writing ● Ability to maintain confidentiality ● Ability to work effectively in a team ● Committed to continuing professional development ● Emotional resilience ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people | <ul style="list-style-type: none"> ● Behaviour management skills ● Basic ICT skills | |
| Qualifications | | |
| <ul style="list-style-type: none"> ● Literacy skills for accurate record keeping | <ul style="list-style-type: none"> ● Appropriate first aid training (<i>Dependent on the school's needs</i>) ● Food Hygiene certificate ● Child care qualification | |
| Other Requirements | | |
| <ul style="list-style-type: none"> ● Enhanced DBS clearance ● The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | | |