

Job Description

Job Title	Afterschool Club Coordinator
Grade	C/D
Responsible To	Headteacher
Staff Managed	None
Job Family	Teaching Assistants
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 after school, and encourages healthy eating and creative play opportunities.
Main Responsibilities	
Key strategic elements of the job	<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 afterward • 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 • 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 • Participate in staff meetings
Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Communicate with school staff as appropriate • Share information confidentially about pupils with teachers and other professional as required
Safeguarding	<ul style="list-style-type: none"> • Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence (<i>Upon agreement with postholder</i>) • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
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.

	<ul style="list-style-type: none"> • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with the role. All staff are required to comply with Policies and Procedures.
Customer Service	<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

Job Title	Afterschool Club Coordinator	
Grade	C/D	
Responsible To	Headteacher	
Staff Managed	None	
Job Family	Teaching Assistants	
	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 that children/Young people have differing needs • An understanding of food hygiene rules and healthy eating 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes • Knowledge of Behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice 	
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"> • Basic ICT Skills 	
Qualifications		
<ul style="list-style-type: none"> • Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> • Food hygiene certificate • Childcare qualification • Appropriate first aid training 	
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS Clearance • Ability to work successfully in a team. • Confidentiality • Flexibility • To be committed to the school's policies and ethos • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to use authority and maintaining discipline • An empathy for equality & diversity 	<ul style="list-style-type: none"> • Creativity • Emotional resilience in working with challenging behaviours and attitudes 	