

## **JOB DESCRIPTION**

**TITLE:** Before and After School Club Co-ordinator

**LOCATION:** Silsoe VC Lower School, Chestnut Avenue, Silsoe,  
Bedfordshire, MK45 4GP

**RESPONSIBLE TO:** Headteacher

### **Main duties and responsibilities:**

- Provide line management to a team of play leaders, directing the work of staff based at the setting, supervising their activities and inducting new staff members
- Work with all staff to provide care, as well as play opportunities in nurturing and safe environment, with regard to the individual developmental needs of the children
- Liaise with parents at pick up & drop off times

### **Management and administrative duties and responsibilities include:**

- Deliver a programme of planned activities to ensure that they have value in supporting the National Curriculum and EYFS, supporting the development of social skills and appropriate behaviours by involving children in the selection of activities.
- Be aware of all policies and procedures relating to the Before & After School Club.
- Ensuring there is a sufficient ratio of staff each day to meet the statutory requirements and liaising with the Headteacher to ensure staff absence is covered.
- Liaison with the school office regarding bookings, pupil attendance and the purchasing of resources and equipment.
- Maintaining accurate records of staff attendance.
- Ensure Care Club is set up/put away at the beginning/end of each session including preparing snack, PC & phone set up and recording attendance of the children.
- Ensure the lists of children attending Care Club are circulated to class teachers (lists and registers will be provided by the office team).
- Ensuring that all staff work within the policies, guidance and procedures of Silsoe VC Lower School.
- Carrying out any other duties that would enhance the work of Silsoe VC Lower School's extended day services

### **Health and safety duties and responsibilities include:**

- Ensuring that adequate standards of safety and hygiene are maintained throughout the before and after school club, including the recording and reporting of hazards, accidents and incidents.
- Act as Lead Fire Marshall



**Safeguarding duties and responsibilities include:**

- Having due regard to safeguarding and prevent and promoting the welfare of children and young people, and for following the child protection procedures adopted by Silsoe VC Lower School.

**General duties and responsibilities include:**

- Maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher