Brampton Primary School After school care provision

JOB DESCRIPTION

Post Title:	Club Co-ordinator/Leader
Hours:	17.5 hours per week term time only
Salary:	Scale 5
Responsible to:	Head Teacher and ICT/ Extended School coordinators
Location:	Brampton Primary School, Brampton Road, East Ham, E6 3LB

JOB PURPOSE

1. To take overall responsibilities for the care of the Out of School Club.
2. To be responsible for day to day running of the club.
3. To supervise a group of play workers and volunteers.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide care and supervision to a group of children after school.
2. To formally plan and prepare, on a weekly basis, activities appropriate to the ages and needs of the children.
3. To provide a wide range of stimulating play activities which encourage learning through play and co-operation, both indoors and outdoors appropriate to the ages and needs of the children in the club.
4. To be responsible for the preparation and clearing away of resources on a daily basis before the children arrive and after they leave.
5. To ensure the delivery of creative play opportunities in a safe and caring environment.
6. To show patience, tolerance and warmth to the children.
7. To understand the physical, intellectual, language, emotional and social needs of the children.
8. To demonstrate a welcoming understanding approach to parents, and encourage parental involvement and support of the club.
9. To treat all information relating to families as confidential.
10. To organise the collection of children from their class and the safe hand over to parents and/or named carers.
11. To be responsible for the management of staff and volunteers.
12. To ensure safety measures including fire practice, incident and accident procedures and hygiene are observed.
13. To carry out day to day administration, record keeping, ordering and purchasing of materials and equipment including refreshments.
14. To administer first aid as appropriate.
15. To draw up a training plan for all staff and volunteers to take advantage of training courses for personal development.
16. To initiate close liaison with parents, school and other childcare and play related agencies.
17. To attend meetings as appropriate.
18. To be familiar with all policies and procedures, including equal opportunities, behaviour and admissions.
19. To carry out all responsibilities and activities within the equal opportunities framework.
20. To work within agreed policies.
21. To undertake any other appropriate duties as required by the Governing Body.

PERSONAL SPECIFICATION

Essential for the Post:

* An appropriate childcare/play care qualification NVQ3 or equivalent (enrolment on course will be considered).
* 1 years experience of working with children within the age range of 4-11 years.
* An understanding of good quality childcare.
* A commitment to equal opportunities.
* Ability to provide and facilitate safe, creative play.
* Ability to communicate at all levels.
* Some experience of administration including budget management.
* Ability to manage and lead a team.
* Ability to produce regular project reports.
* Ability to work on own initiative.
* Ability to use judgement and common sense.
* A current first aid certificate.
* Commitment to undertake further/relevant training

Desirable for the Post:-

* Basic food hygiene certificate.
* An awareness of Health and Safety Legislation.