



Church Langton CE Primary School

A member of Learn Academies Trust

Headteacher: Mr Stephen Roddy

Head of School: Mrs Jennie Edwards

Job Title:	Breakfast/After School Club Leader
Grade:	6
Base/Location:	Church Langton Primary School
Responsible To:	Headteacher/Business Manager
Responsible For:	Club, Play workers, children, parents, own performance, volunteers

Job Purpose

- To perform and supervise the day-to-day organisation and operational aspects of the club to provide a safe, stimulating, fun, approachable and well managed Breakfast/After School Club. The club fully supports its equal opportunity policy, and aims to show care, appreciation and respect to every individual member or child. To fulfil all legal and statutory requirements; to contribute to and implement all club policies.

Main Duties and Responsibilities

1.	1. To encourage and support the team to provide a safe and stimulating environment for the children providing creative and appropriate play and relaxation opportunities.
2.	Managing, co-ordinating and leading club assistant/s. Supervision and mentoring of club assistant/s is a key role
3.	To market and promote the club image and ethos and ensure the implementation of all club systems.
4.	Carry out day-to-day administration. Maintain a booking system to receive and record bookings and cancellations in accordance with the club's registration terms and conditions.
5.	To maintain records of members' details and information required to meet the individual needs of the children.
6.	To supervise all staff including any volunteers. Ensure all registration and supervision procedures are adhered to.
7.	Health and safety- To comply to legal responsibilities and duties under the Health and Safety Act and The Children's Act Regulations. To take reasonable care for health and safety of self and of persons who may be affected by your acts or omissions at work. To conduct fire safety procedures, monitor the condition of play equipment and support all responsibilities and activities of the club's policies on Equal Opportunity, Child Protection, and Food safety. Be fully aware of all emergency and security procedures. Ensure general wellbeing of children at all times.
8.	To record and inform parents of any incidents or accidents relating to their children, obtaining the parent's signature on the appropriate documentation. Administer first aid as appropriate.
9.	To build and encourage club-parent partnerships. Promote communication and involvement and facilitate new ideas.
10.	Initiate, build and develop close liaison with the local community, and childcare related agencies



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11	Ensure correct levels of supervision and care at all times. Children must never be placed in a vulnerable or wanting situation at any time.
12	Hold regular meetings with other team members to discuss successes, concerns, or any other business. Disseminate information to all staff from meetings as appropriate.
13	Assist the club with promotional activities and encourage new membership.
14	To identify recruitment needs and recruit new staff. To support the club's induction and training and development procedures by working closely staff through appraisals, reviews and in-house supervision and mentoring to ensure all staff feel empowered and competent.
15	To organise and undertake personal development reviews, appraisals, and training. To work within an agreed budget. To undertake any other duties that may become necessary from time to time.
16	To be responsible for the day to day financial administration, encouraging prompt payment and highlighting defaults in payments to the club.
17	To ensure all equipment, premises, care, maintenance and security needs are met through regular meetings. Identify and procure the necessary equipment through discussion with your team and the club's children.
18	To develop a communication pathway between the club and the team to deliver a club that strives for the best for its children and staff, ensuring that it is innovative and caring.
<ul style="list-style-type: none"> The nature of the work may involve the jobholder carrying out work outside of normal working hours. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement. 	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job. Learn Academies Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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	Essential	Desirable	How assessed
<u>Qualifications</u> An appropriate childcare qualification and/or willing to train A current first aid certificate Valid food hygiene certificate	✓	✓ ✓	Doc/Int
Demonstrable experience identified within the section below.	✓		Ref/Int
<u>Experience</u> An understanding of good quality childcare and child development: Experience of working in a childcare setting especially with 4-11-year olds Ability to provide and facilitate safe and creative play	✓ ✓	✓	Ref/Int
<u>Knowledge</u> Knowledge of health and safety issues Knowledge of OFSTED care standards for Out Of School Care and Children's Act Show respect and understanding to children's individual needs Some experience of administration, finance and management Understanding and commitment to Equal Opportunities.	✓ ✓ ✓	✓ ✓	App/Int
<u>Skills and Competencies</u> Effective communicator (Oral and written) at all levels Good inter personal skills and customer service skills Ability to organise and delegate to staff. Self-motivated, confident reliable and flexible Able to accept responsibility and show initiative Team member and leader Positive, bright cheerful and outgoing. Open, honest, trustworthy and caring. Supportive and a good listener.	✓ ✓ ✓ ✓ ✓		App/Int



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Creative and diplomatic	✓		
Sense of humour, adaptable, professional, approachable, patient and considerate	✓		
Good mental and physical health	✓		
Other Requirements			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key: App = Application Form Test = Test Int = Interview	Pre = Presentation Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)
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