



After School Club Lead Job Description

Title: After-School Club Lead

Accountable: Headteacher / Business Manager

Start Date: 1st January 2022

Salary: Grade 8 Point 18 £24,982 – Point 23 £27,741 (pro-rata)

Contract: Term Time and Fixed Term 31.08.2023

Core Purpose

- To co-ordinate and lead a team on a day to day basis that provides, safe, stimulating, comfortable and friendly high quality after school care
- To maintain up to date and implement after-school club policies to fulfil legal and statutory requirements.

Main Duties:

- Overall responsibility for the day-to-day running of the after-school club
- Understanding and ensuring all aspects of safeguarding are monitored to the highest standard
- Liaising with the school office (re: financial records, invoicing, registers etc.)
- To ensure that after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented, and fire drills regularly checked.
- To ensure after-school club staff are effectively managed, maintaining up to date staff rotas, assigning individual responsibilities to other staff
- To undertake extra training as appropriate, monitor the training of staff, conduct yearly appraisals of all staff.
- The purchasing of necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) where necessary and in agreement with the business manager.
- Regular maintenance and tidying of equipment and environment
- Overall responsibility for planning and delivery of activities for children in your care
- To maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details. Ensure all statutory medical paperwork is in place, visible where necessary and adhered to.
- To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
- To ensure all necessary after school club policies exist, are up-to-date and are implemented on a daily basis, ensuring all legal and statutory requirements are implemented and relevant resources kept up to date, e.g. accident book and first aid kit.
- To co-ordinate and promote the building of strong links between the after-school club and parents/carers regarding after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
- To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required.



- Set a positive role model for children.
- Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.
- To purchase stock and help with the preparation of food and drinks, and the subsequent clearing up.
- Any other duties deemed necessary for the safe and efficient running of the club.

Person Specification for After School Club Leader Experience and Qualifications:

- Love of working with very young children aged 2-5, experience of working with this age group in a play or education environment
- An appropriate childcare or play work qualification, NVQ Level 3 or higher
- First aid qualification (or willingness to undertake training)
- Current Designated Safeguarding Lead certificate or willingness to obtain
- Food hygiene certificate (or willingness to obtain)

Knowledge and understanding:

- An understanding of what constitutes good quality, accessible childcare which meets children's wide range of developmental needs.
- Knowledge of health and safety and food hygiene procedures.
- Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes both amongst staff and children.
- Understanding of safeguarding requirement and best practice.
- Understanding of positive behaviour management.
- Knowledge and understanding of basic administration systems (keeping registers / organising rotas)
- An understanding of Ofsted requirements for play provision.

Skills and Attitudes:

- Enjoy spending time with young children
- Excellent communication skills, with both children and adults.
- Positive and enthusiastic attitude to work
- Fun and creative ideas for play.
- A commitment to be reflective about your practice and undertake training and continuous professional development.
- Ability to respond calmly and logically to problems or emergencies.
- Ability to use own initiative and judgement.
- Flexible and supportive approach to teamwork.
- Ability to foster warm and positive relationships with children, parents and colleagues.