

Job Outline

POST TITLE:	Afterschool Club Leader
GRADE:	Grade 5
CONTRACTUAL ARRANGEMENTS:	15 Hours / 5 days per week
ACCOUNTABLE TO:	School Operations Manager

PURPOSE OF THE JOB

To be responsible for the day to day management of a Breakfast Club for children aged between 4 and 11

KEY ACCOUNTABILITIES

1. To lead a team that provides a healthy breakfast for children to promote a good start to the day;
2. To develop an understanding of health issues such as healthy eating, dental health, hygiene, fitness and exercise;
3. To provide and supervise safe, creative and appropriate play activities for children and to develop the use of games in order to develop the children's social skills;
4. To supervise the setting up and clearing away of equipment and food;
5. To record any accidents/incidents occurring during the Breakfast Club session and to inform parents as necessary;
6. To undertake administrative procedures associated with the running of the Breakfast Club, including:
 - a. keeping an attendance register
 - b. ordering and purchasing food and equipment
 - c. basic financial management, including accepting and recording fees
7. To administer basic First Aid
8. To liaise with school staff, parents and play-related agencies/organisations as required.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
 2. Attend and contribute to staff meetings INSET days as required, and identify areas of personal practice and experience to develop.
-

3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety