



ELM GREEN PREPARATORY SCHOOL JOB DESCRIPTION

ROLE: AFTER-SCHOOL CLUB COORDINATOR

Responsible to: Principal

Line Manager: Deputy Head Teacher

Hours of Work :3.00 pm – 6.00 pm, Monday to Friday, term time only

Annual Leave :5.6 weeks (including bank holidays). Payment for holidays is included in annual salary.
As this is a term time position, holidays may not be taken during term time. Absence from work during term time will be unpaid unless covered by arrangements for special leave.

Salary : According to experience/qualifications

Main Purpose of the Job

- To lead and be responsible for the day to day organisation of the after-school provision at Elm Green Preparatory School, providing high standards of care and play opportunities for younger children and support for homework tasks with older children (Prep). There will generally be another adult present to help with homework support.

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Main Responsibilities and Tasks

- To lead the day to day management of the After-School Club
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment with particular regard to the individual development needs of the children
- Ensure that the Club is a safe environment for children: that equipment is safe; standards of hygiene are high; safety procedures are implemented at all times, including the completion of appropriate risk assessments and recording of hazards/accidents and incidents, and that fire drills/evacuation procedures are carried out effectively
- Maintain all records relating to the club ensuring confidentiality and data protection for the children, their families and members of staff
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance
- To work within agreed policies and practices, including behaviour management, safeguarding and child protection, equal opportunities and health and safety
- To carry out any other duties which will be seen to enhance the work of the school's extended day services
- To attend relevant training and meetings as required.

Duties:

- Liaise with office staff on arrival to collect information regarding the children attending After-School Club
- Ensure that there is sufficient catering arrangements in place for the numbers of children attending Club including drink/biscuits for children staying to 4.15 pm and a light tea (prepared by catering staff) for children staying to at least 5.00 pm
- Ensure records are properly maintained: registration of children at the start of the session and when they leave; completion of relevant accident/incident/medication records
- Administration of medication, where necessary, and in line with school policy
- Organise play activities for 'Pre-Prep' children (Kindergarten – Year 2)
- Ensure that 'Prep' children (Years 3 – 6) complete any homework before undertaking activities.

Training

The postholder will be expected to hold at least an NVQ Level 2 in Child Care/Playwork or equivalent and to attend other mandatory training courses held at school, e.g. Safeguarding, Fire Awareness etc.

Elm Green Preparatory School is an Equal Opportunities employer.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.