

# Kids Club Leader Job Description



This role will be responsible for the Kids Club providing after school and holiday care for our older children (4+), providing high quality childcare to all the children in that age range.

They will be expected to plan for all the children in the room, keep Baby's Days up-to-date, manage the staff, carry out risk assessments, liaise with parents, and keep written records for Management.

They will need to be self-sufficient, and use their own initiative, in the various duties.

## Main Duties:

- Looking after all the needs of the children in your care
- Keep written records of the arrival/departure times of the children on a daily basis
- Weekly / Daily Planning, ensuring activities are prepared in advance and all resources are in place before children arrive.
- Supervising the other staff interacting and playing with the children
- Ensuring all toys/games are cleaned and sorted – checking for damage etc – and keeping written records
- Responsible for keeping the areas clean & tidy
- Reading stories / singing songs with the children
- Doing group or one-to-one activities with the children
- Ensuring all children are given the correct snacks and drinks, considering food allergies/intolerances
- Ensuring all children's health and hygiene needs are met, and accurate records are kept
- Work alongside SENCO to ensure any children with additional needs are supported in the correct way
- Supporting children with homework/reading

## Leader will need to be aware of:

- The EYFS Framework
- Safeguarding / Prevent policy
- Behaviour Management Policy
- Other Childcare Policies & Procedures / Risk Assessments
- Fire Evacuation Policy & Lockdown Procedure
- The individual Children and their personal needs
- Baby's Days

## Courses/Qualifications Needed:

- DBS check – join the mobile update service
- Paediatric First Aid
- Safeguarding – Level 2 or Level 3

## Desirable:

Clean Driving License – with business insurance included