**Lancashire County Council – Singleton Kids Club**

**Before & After School Club –Supervisor/ Day to Day Lead**

**Job Description**

**Job Purpose**

To provide a stimulating, varied program of play and learning activities within the club. To lead in the Day to Day running of the Before & After School Club.

**Line Manager:** Chair of VMC or if unavailable - Headteacher

**Responsible for:** Kids Clubs Assistants

**Working relationships:** Children attending the club, their parents or carers, staff, volunteers, registered Authorities, funding bodies.

**Responsibilities** – The Day to Day Lead will:

* Ensure a high standard of care and education is provided for all children attending the club in accordance with the ethos of Singleton school
* To Lead on organising the ordering / purchasing of food and prepare a healthy and nutritious snack at the session, complying with Health & Safety guidelines at all times. (prepare a rota)
* To lead on the implementation of planned activities in the absence of the Planning Lead.
* Provide safe and appropriate play opportunities, preparing activities that are planned for individual children upon their age and stages of development.
* Encourage parental involvement and support.
* Keep confidential any information regarding children and their families, as appropriate.
* Attend meetings as appropriate.
* Follow Policies and Procedures at all times.
* Ensure the availability of appropriate learning aids, materials and equipment.
* Administer first aid when necessary.
* To lead / direct the staff to ensure that the resources / room are kept tidy, clean (including the sink and checking the fridge) and organised at all times.
* Responsibility for organising sickness cover

**Financial**

* Be responsible for keeping an accurate log of the Petty cash and its safekeeping, ensuring there are receipts and recording them on the Petty Cash Monthly Log sheet. Ensure that there is sufficient Petty Cash at all times.
* Be responsible for ordering stationery required for the Day to Day running of the club such as Receipt books, accident books and ensure that the costs are recorded accurately.
* Be responsible for the ensuring staff time sheets are checked and signed and submitted monthly to the School Office.
* Provide an accurate register of attendance to the Finance Lead assistant on a weekly basis to check against booking forms. This register needs to indicate when children leave and when they have not pre-booked.
* Immediate reporting of any financial irregularities or discrepancies to the VMC Finance Officer (Rachel Smith / Mary Whyham)
* In proposing and incurring expenditure to be mindful of the club’s financial position and its responsibility to deliver *best value*.

Activities

* Work within policies and procedures.
* Take care for their own and other people’s health and safety.
* Ensure that all necessary resources are accessible and available for all planned activities and that all equipment is safe and stored in the relevant place

Staffing

* Ensure the correct staffing ratios are in place at all times in accordance with Ofsted and the national standards, through the adoption, review and maintenance of contingency plans that include covering for staff absence and other unforeseen eventualities.

The job description may change from time to time with agreement from the post holder VMC and Headteacher.

Signed: ………………………………………………………………………….. Dated: …………………………………….

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

The Before & After School Club is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.