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| The Kids Club  at  S I N G L E T O N  CHURCH OF ENGLAND PRIMARY SCHOOL | | | | |
| **job title:** | | | | Out of School Club Leader |
| **Pay & hours:** | | | | £11.00 per hour (14.5 -22 hours per week) |
| **location:** | | | | Singleton C of E Primary School |
| **responsible to:** | | | | Voluntary Management Committee |
| **staff responsible for:** | | | | Assistants and volunteer |
| **job purpose:** | | | **The main objectives to be achieved by the Post holder** | |
| To create a stimulating, high quality play opportunities within a safe and caring environment. To be responsible for co-ordinating and organising:   * Planning, development and review of activities within the provision, * Leading the out of school club team, * Run 2 sessions per day 7.30-8.45 am 3.00- 5-30pm * Administrative and financial/budget monitoring systems, | | | | |
| main activities | | What the Post holder will actually do  **What prescribed duties the post holder will have** | | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post**   * To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment * To be responsible for implementing Safeguarding and Health and Safety policies and procedures * To ensure the EYFS requirements are met * To liaise with parents to enable the effective operation of the Club * To lead the development of policies and procedures * To manage Club staff and volunteers, taking responsibility for recruitment, induction, allocation of work and training and supervision * To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete * To administer basic/paediatric first aid where appropriately trained. * To assist in the specific medical/care needs of pupils when specific training has been undertaken * To maintain registers of attendance/absence and other child records * To undertake administrative tasks, including billing and credit control * To undertake all clerical and financial administrative tasks for the Club, including managing petty cash, postage, banking, budget reconciliation * To undertake budget planning and monitoring for the Club, and provide regular budget reports to school management. * To assist in Club marketing and promotion. * Contributing to the planning, development and delivery of the Club. | | | | |
| * Maintaining stock and ordering supplies, including the processing of orders, checking of deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock. * To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis * To ensure confidentiality is maintained where appropriate. | | | | |
| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** | | | |
| **Agreed by:** Sue Provost, VMC Chair | | | | |