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| The Kids ClubatS I N G L E T O NCHURCH 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,
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| 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.
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| * 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.
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| **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 |