



## Loughborough C of E Primary School

<b>School:</b>	<b>Loughborough C of E Primary School</b>
<b>Job Title:</b>	<b>After School Club Co-ordinator (Fixed term initially)</b> 16.25 hours per week term time only 15:00 – 18:15 pm Monday - Friday
<b>Grade:</b>	<b>Grade 5 £18,933 - £19,314 Pro-rata</b> <b>(actual salary £6,902 - £7,197 per year)</b>
<b>Post Number:</b>	<b>ASC2020C</b>
<b>Responsible To:</b>	Headteacher
<b>Key Relationships/ Liaison with:</b>	After School Club Assistant(s), Parents, Class Teachers, LSAs, Admin Staff
<b>Job Purpose:</b>	To have day to day responsibility for the development and running of the LCEPS+ After School Club and the management of the After School Club Assistant(s). To provide a safe, caring and stimulating environment for children. To work in partnership with parents and carers, and to promote the well-being of the children.

### **Occupational Standards:**

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children at all times.
- Ensure children have access to appropriate activities and/or opportunities to complete homework to support their physical, emotional, social and intellectual development, ensuring that the school's Equal Opportunities Policy is adhered to.
- To register children in the club on a daily basis using the school's MIS system Arbor (training will be provided).
- To decide on appropriate snack meals to be offered during the Club times, being aware of any dietary or medical needs in relation to the children attending, and with reference to the school's healthy food initiative.
- To liaise with the school office in advance if any food, drink, supplies or other resources are required for future sessions.

- To implement and follow food hygiene procedures, including monitoring fridge & freezer temperatures, recording these daily, and raising any concerns where temperatures are consistently out of range.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the After School Club, to ensure the safety and well-being of all those who use and work in the Club.
- To supervise the safe escorting of children to ensure their wellbeing at all times, for example to outside play and when a child is picked up from the Club.
- Take a key role in suitably equipping the After School Club in order to provide a stimulating environment for the children and implement policies and procedures within the After School Club.
- Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.
- To deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the After School Club, or any other issues that may be relevant.
- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.
- To undertake any other duties and responsibilities which may reasonably be regarded as within the nature and grade of the post.

The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.

**Closing date for applications is Monday 26<sup>th</sup> October 2020 at 9:30 am**

**Safeguarding Statement:**

Loughborough C of E Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



**School:** Loughborough C of E Primary School  
**Job Title:** After School Club Co-ordinator  
**Grade:** 5  
**Post Number:** ASC2020C

# PERSON SPECIFICATION

	Essential	Desirable	How assessed
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Level 2 qualifications in maths/numeracy and English/literacy</li> <li>• Current Paediatric First Aid Certificate</li> <li>• Food Hygiene Certificate</li> <li>• Training/qualification in the care, development or education of children</li> </ul>	✓	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	App/Doc
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working with children in a primary school setting</li> <li>• Experience of dealing with behaviour issues</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		App/Int/ Ref
<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of safeguarding</li> <li>• Knowledge of health and safety procedures.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		App/Int/ Ref
<b><u>Skills/Attributes</u></b>			

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>• Ability to communicate well with children.</li> <li>• Ability to communicate well with parents / carers.</li> <li>• Ability to make sound and consistent decisions</li> <li>• Excellent interpersonal skills.</li> <li>• Empathy with children and young people.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Computer literacy</li> <li>• Ability to respect confidentiality and to understand the importance of data protection.</li> <li>• Willingness to undertake appropriate training</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		App/Int/Ref
<p><b><u>General Circumstances</u></b></p> <ul style="list-style-type: none"> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	✓		App/Int
<p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**