**2.2**

**JOB DESCRIPTION**

**SCHOOL: Durham Lane Primary School**

**POST TITLE**: Before and After School Club Deputy Leader

**GRADE:** D (SCP 4)

**REPORTS TO: Manager**

**MAIN PURPOSE:** Under the guidance of the Before and After School Club Leader, will work to ensure the service operates within relevant legislation and regulations; the children are safe and happy and that relevant educational and recreational activities take place.

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**TASKS:**

* To assist with the day to day operation of the Before and After School Club
* Ensuring that the programme of activities is interesting to the children using the facilities by providing a variety of educational and recreational activities, taking into account individual needs
* To assist in the day to day administration, record keeping, ordering and purchasing of equipment, supplies and resources
* Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice
* Administering basic First Aid where necessary
* Oversee and assist in the preparation of healthy snacks and meals where appropriate
* To assist with setting up and clearing away at the beginning and end of each session
* To liaise with parents, school and other agencies as appropriate, and encourage parental involvement and support of the club in the absence of the leader
* To attend meetings as required
* To be aware of and implement Health & Safety procedures, in relation to equipment used, activities undertaken and preparation of food on the premises
* To assist the manager with planning and development of the club, in line with School requirements as requested
* To provide equality of opportunity to all within the out of school club environment, including children, staff and parents
* To ensure confidentiality of any information received and work within the remit of the Data Protection Act
* To take reasonable care of your own Health & Safety and co-operate with management, as far as is necessary to enable compliance with the School’s Health & Safety rules and legislative requirements
* To undertake such personal training that may be deemed necessary to meet the duties of the post
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**Safeguarding - Promoting the Welfare of Children and Young People**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:

**2.2**

**PERSON SPECIFICATION**

**POST TITLE:** Before and After School Club Deputy Leader

**GRADE:** D (SCP 4)

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| --- | --- | --- | --- | --- |
|  |  | **Essential** |  | **Desirable** |
| **QUALIFICATIONS/ TRAINING:** | •  •  • | NVQ Level 3 or equivalent qualification in childcare A Willingness to participate in training and development opportunities | • • | First Aid training  Food Hygiene Certificate |
|  |  |  |  |  |
| **EXPERIENCE:** | •  • | Experience of working with school age children An understanding of good quality, affordable, accessible childcare | • | Staff supervision |
|  |  |  |  |  |
| **SKILLS/**  **KNOWLEDGE:** | •  •  •  •  •  •  •  • •  • | Be able to work as part of a team but also on own initiative Administration and record keeping  Adhering to confidentiality at all times  Ability to relate well to children and adults  Positive approach to customer care  Commitment to Equal  Opportunities  Knowledge of children’s dietary requirements and healthy eating  Knowledge of Child Protection Good communication skills, both written and verbal Knowledge of Health & Safety  legislation | • | Equal Opportunities and recognising the diverse  nature of the school community |
|  |  |  |  |  |
| **PERSONAL ATTRIBUTES:** | •  • | Friendly and approachable manner  Calm and confident demeanour |  |  |
|  | • | Polite and punctual |  |  |
|  | • | Reliable |  |  |
|  | • | Flexible approach |  |  |
|  | • | A commitment to working as part of the whole school team and supporting the vision and aims of the school |  |  |