

After School Club Leader

Shiney Row Primary School

"We inspire, we challenge, we care"



Job description

Lead the daily indoor after-school provision, creating a safe, welcoming and enjoyable room where children can choose activities, relax and socialise. Organise creative play and prepare light, healthy snacks, working alongside the school sports coach who leads physical and sporting activities.

Hours: 15 hours per week Monday to Friday 2:45pm to 5:45pm (term time only)

Working pattern: Term time only

Grade and salary: £25,614 pro rata/FTE

Contract duration: Initially 1-year fixed term

Responsible to: Headteacher or designated school leader

Daily organisation and room leadership

- Prepare the room, resources and snack area before children arrive; organise an orderly welcome and safe end-of-session routine.
- Take day-to-day responsibility for indoor sessions, organising activities and allocating agreed tasks to staff supporting the room.
- Maintain an accurate register, account for children throughout the session and follow up unexpected arrivals, absences or discrepancies promptly.
- Coordinate clear handovers with class staff and the sports coach so each child's location and supervising adult are known.
- Monitor resources, report staffing or supervision concerns promptly, and request supplies through the school's agreed purchasing arrangements.

Activities and children's experience

- Plan and deliver a varied programme of arts and crafts, construction, board games, imaginative play, reading and other indoor activities.
- Provide a balance of organised activities, child-led play and quiet choices suited to different ages, interests and levels of energy.
- Listen to children's views and use their feedback to develop the programme.
- Adapt activities and the room environment so children with SEND, medical needs or other support needs can participate.

Job description continued

Care relationships and behaviour

- Build warm, respectful relationships with children and families, promoting confidence, independence and a sense of belonging.
- Apply the school's behaviour procedures consistently, using calm communication, positive reinforcement and restorative approaches.
- Support children's regulation and follow agreed individual support plans, seeking advice from school leaders or the SENCO as needed.
- Communicate relevant information to parents and colleagues sensitively and maintain professional boundaries and confidentiality.

Healthy snacks and food safety

- Plan, prepare and serve light, healthy snacks within the agreed budget and menu, encouraging good hygiene and positive eating habits.
- Check current allergy, dietary and medical information before preparing or serving food; follow individual plans and the school's nut-free arrangements.
- Follow food safety procedures for preparation, storage, cleaning and allergen control, including avoiding cross-contamination.
- Maintain required food safety records, monitor stock and expiry dates, and keep preparation areas and equipment clean.
- Organise snack preparation so children remain appropriately supervised at all times.

Safeguarding health and safety

- Follow school safeguarding procedures and report concerns without delay to the designated safeguarding lead or deputy.
- Check the room and resources for hazards; follow risk assessments and report defects, incidents and near misses.
- Follow authorised collection procedures, record departures and use the school's procedures for late collection or an uncollected child.
- Know and follow emergency, evacuation, missing-child and accident procedures; provide first aid only within training and competence.
- Follow individual healthcare plans and administer medication only when authorised, trained and in accordance with school procedures.

Teamwork and professional responsibilities

Work collaboratively with the sports coach, school office and other colleagues. Attend relevant training and contribute to reviews of the provision. Maintain agreed records and leave the room clean, tidy and secure. Undertake other reasonable duties consistent with the role and grade. Additional training or meetings outside contracted hours must be arranged and paid or otherwise managed in line with agreed employment terms.

The school leadership team retains overall responsibility for staffing, admissions, fees, budgets, policy and formal staff management. The postholder leads the indoor session; the sports coach leads sports delivery. This description will be reviewed with the postholder as the provision develops.

Person specification



Essential criteria are required for appointment. Desirable criteria strengthen an application. Assessment uses the application, interview, a practical activity discussion or task, and references where appropriate; qualifications will be verified.

Experience and qualifications

Criterion	Status	Assessment
Experience of working with primary-aged children in a school, childcare, playwork or similar setting.	E	Application and interview
Experience of organising and delivering engaging activities for children.	E	Application and practical task
Experience of taking responsibility for a group or a session and coordinating routines.	E	Application and interview
Literacy, numeracy and basic digital skills sufficient for registers, records, communication and resource planning.	E	Application and interview
Willingness to complete and maintain school-required safeguarding, food safety and appropriate first aid training.	E	Interview
Relevant Level 2 or Level 3 qualification in childcare, playwork, supporting teaching and learning or a related field.	D	Qualification check
Current food hygiene or food safety training and paediatric first aid qualification.	D	Qualification check
Experience in an after-school or wraparound setting, preparing snacks, or coordinating other staff.	D	Application and interview
Experience of supporting children with SEND or regulation and behaviour needs.	D	Application and interview

E = Essential D = Desirable

Person specification continued

Knowledge skills and personal qualities

Criterion	Status	Assessment
Understands safeguarding responsibilities, professional boundaries, confidentiality and when to report a concern.	E	Interview and references
Can organise a welcoming room, plan varied indoor activities and adapt them for different ages and needs.	E	Practical task and interview
Understands safe food handling, allergy precautions and the importance of following individual dietary plans.	E	Interview
Can maintain accurate records, organise safe collections and coordinate handovers with colleagues.	E	Interview and practical task
Can promote positive behaviour calmly and support children who need reassurance or help to regulate.	E	Interview and references
Communicates clearly and respectfully with children, parents and colleagues; works cooperatively with the sports coach.	E	Interview and references
Uses initiative within agreed procedures, prioritises tasks and recognises when to seek help.	E	Interview
Reliable, punctual, caring and organised; committed to inclusive provision and treating children fairly.	E	Interview and references
Able to undertake the duties and agreed working pattern, with reasonable adjustments where appropriate.	E	Application and interview

Safeguarding and appointment

Shiney Row Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to satisfactory references and appropriate pre-employment checks, including an enhanced DBS check and children's barred list check for this role, and any other applicable suitability checks.

Points for the school to confirm before advertising

Confirm the grade, contract duration, designated line manager, ages admitted and staff deployment. The qualification criteria above assume provision for Reception-aged children and older. If Nursery-aged children attend, review the applicable EYFS qualification and staffing requirements and amend the essential criteria accordingly. Confirm the first aid coverage and training needed before the postholder undertakes relevant duties.

The stated hours provide three hours daily. Ensure preparation, snack service, collection and tidying fit within 2:45pm to 5:45pm, with an agreed handover if provision continues beyond this time.