

CUMBRIA COUNTY COUNCIL

CHILDREN'S SERVICES

JOB DESCRIPTION – After School Club Leader

Responsible To:	Head Teacher or other responsible person
Grade:	8 Salary PCD8i £29,777 Per Annum (Pro Rata) TERM TIME ONLY. Fixed Term to 31 st August 2025 with possible extension due to grant funding. 11.25 hours per week.
Main Purpose:	The core focus of this job is to ensure the provision of high quality out of hours school provision for children age 3 - 11, within a positive, safe, stimulating & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. They will take a lead role in running the club.

Responsibilities/Duties

- To plan, provide and supervise safe play activities suitable for the age of the children
- To be responsible for the day-to-day administration including registers, ordering and purchasing of equipment and food, record keeping as appropriate
- To be responsible for the administration of the school booking APP for booking and payment purposes
- Liaise with school staff as required
- Undertake relevant training.
- To set up and clear away equipment
- To prepare snacks and drinks for children attending after school club – Food Hygiene Training will be provided.
- Carry out all responsibilities and activities within an equal opportunity framework
- To ensure that school security regulations are upheld
- To provide support to children including first aid duties (training will be provided)
- To be responsible for the safeguarding of children (following appropriate training). Ensuring that any concerns are reported and recorded using the school's electronic system.
- To have responsibility for children being picked up by an appropriate adult.
- To work on own initiative and use common sense.
- To communicate effectively with parents and colleagues, verbally and in writing.
- To maintain confidentiality.
- To work effectively in a small team.
- Undertake personal care of children as required.

Hours: Mon – Fri 3.00 – 5.15 pm

Closing date Tuesday 10th September Mid-day

Interviews: Wed 18th September

AFTER SCHOOL CLUB LEADER – PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Competencies	<p>Relevant NVQ 3 or equivalent qualification.</p> <p>Previous experience working full time or part-time of working with children either in a professional or volunteering capacity.</p>	<p>Additional specialist qualification or training in relevant area such as play, food hygiene, current first aid certificate and /or Safeguarding training.</p>
Experience	<p>Experience working with children of relevant age.</p>	
Knowledge	<p>Up to date knowledge and understanding of the practices and procedures relating to the welfare, development, safety and education of children.</p>	<p>Health & Safety knowledge.</p>
Skills / Abilities	<p>To take a lead role in the planning and provision of snacks.</p> <p>To be able to plan and deliver stimulating play activities within a safe environment.</p> <p>Ability to self-evaluate.</p> <p>Encourage, lead and support a playworker assistant.</p> <p>Ability to communicate effectively with parents and colleagues, verbally and in writing.</p>	<p>Can use ICT to support use of school booking APP.</p> <p>Monitor and evaluate the effectiveness of the club.</p>
Personal Skills	<p>Ability to relate well to children and adults.</p> <p>Ability to work constructively as part of a team.</p> <p>To be able to use own initiative when planning activities for children.</p>	