



Afterschool Club Leader

The Role: To co-run our Afterschool Club providing great end of day childcare for our children through nutritious snacks, fun activities and a welcoming environment.

Key Tasks and Responsibilities:

- To help with the day-to-day running of the Afterschool Club
- To assist in the supervision of the children at the end of the school day. Ensure they arrive safely and on time to the Afterschool Club, liaise with school staff and teachers where necessary.
- Maintain accurate registers so that all children are in the correct places at the correct times.
- To help prepare simple snack foods.
- To provide any necessary support to children during their meal.
- To plan and lead activities to interest and engage children.
- To communicate professionally with parents regarding children's needs.
- Carry out day to day administration, record keeping, ordering and purchasing materials and equipment.
- To provide a warm, friendly and fun end to the day.
- To encourage independence, responsibility, kindness and good manners in our children.
- To be alert for parents arriving to collect children and ensure a smooth hand-over.
- To ensure the areas and equipment used are kept neat, tidy and ready for use by others.
- To manage health and safety and hygiene responsibilities and paperwork related to the effective running of the Afterschool club.
- To follow all school policies and procedures.

Key Skills required

- Excellent control of children - the ability to be both firm and caring at all times.
- Good communication skills with children and parents/schools/colleagues.
- Ability to follow instructions and complete tasks to a high standard.
- A proactive approach to getting things done.
- High levels of enthusiasm and motivation.
- Ability to adapt and solve problems.

Safeguarding:

- Know and follow the school's safeguarding and child protection procedures
- Attend regular safeguarding training in-line with the school's training programme.
- Make and participate in concerns relevant to them, following actions and adding additional information using the school's reporting programme.
- Comply with health and safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work including undertaking risk assessments where appropriate.
- Carry out regular risk assessments.
- To ensure full supervision of children to keep them safe.
- To manage registers and medical forms to ensure that we know where children are meant to be at all times and how to keep them safe.
- Provide feedback on children's progress and welfare to their class teacher.
- To develop constructive relationships with parents and a listening ear for problems.

Safeguarding is everyone's responsibility

Signed Post Holder: Signed Headteacher: Date: