



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	After School Club Coordinator
School:	Canford Heath Infant School
Salary Grade:	Grade D (Point 5 - 6)
Responsible to:	Headteacher
Responsible for:	After School Club Assistants
Contracted Hours:	15 hours per week
Working Times:	3.00pm – 6.00pm Monday to Friday

Main Job Purpose

- 1) In line with the school's values, ethos, policies and procedures, the post holder will plan and deliver high quality after school club leadership.
- 2) Plan menus and take responsibility for the purchasing of food.
- 3) The post holder may manage a small budget or be responsible for cash handling.

Main Responsibilities and Duties

- 1) Ensure children at the after school club are provided with healthy balanced snacks and a healthy light supper.
- 2) Welcome the children and take the register.
- 3) Ensure pupils eat in a safe, hygienic way, promoting good manners and healthy eating.
- 4) Market the after school club to parents.
- 5) Liaise with the office regarding financial arrangements.
- 6) Liaise with parents/carers about the personal and social wellbeing of the pupils attending the after school club.
- 7) Engage in reviewing the quality of provision.
- 8) Regularly report the progress of the club to the Trust Admin Manager.
- 9) Take responsibility for organising games and activities with groups of children to ensure their safety and their physical, emotional and educational development.
- 10) Promote and reinforce children's self-esteem.
- 11) Encourage children to help tidy up at the end of the session.
- 12) Be responsible for ensuring that food/equipment orders are made in good time.
- 13) Be responsible for the safe use and storage of equipment.

- 14) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- 15) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensure that the school office is informed.
- 16) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 17) Comply with all decisions, policies and standing orders of the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 18) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

- 1) Some supervisory responsibility for After School Club Assistants, including on-the-job training or the allocation and checking of work for quality and quantity.

Knowledge and Skills

- 1) Food hygiene certificate required.
- 2) Experience of working in a school or similar establishment.
- 3) Good interpersonal skills and an ability to communicate well with pupils.
- 4) An understanding of the elements of healthy eating.
- 5) An understanding of the school's behaviour management policy and procedures and an ability to implement them.
- 6) Good understanding of Child Protection issues.

Creativity and Innovation

- 1) A fair degree of creativity is an element of the job, but will need to be exercised within the scope of clearly established policies and procedures and under the direction of the Trust Admin Manager.
- 2) Creativity will be needed in the design of healthy supper menus, and in creating a variety of stimulating activities for the pupils to engage in.

Contacts and Relationships

- 1) There is a high level of interaction with individual and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) General contact with other school staff over general routine issues and reporting on any incidents over the breakfast time period to the teacher or Trust Admin Manger.
- 3) Liaising with parents/carers about personal and social wellbeing of the pupils attending the breakfast club.

Decisions

- 1) The work is carried out within the school's clearly defined policies and procedures. Decisions may be made relating to activities and menus; these will be chosen from a range of established alternatives.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

- 1) Be responsible for the proper use and safekeeping of kitchen equipment used in the preparation of food.
- 2) Be responsible for that ensuring that pupils safely and carefully use crockery and cutlery whilst eating.
- 3) There may be some responsibility for managing a small budget and handling small amounts of cash.

Work Environment

- 1) The post holder may be required to deal with routine issues which arise but which will not involve any significant change to the programme.
- 2) The postholder may be required to exert moderate physical effort, as some movement of furniture may be required.
- 3) The post holder will be expected to challenge behaviour of pupils.
- 4) There will be a requirement to attend to pupils with soiled clothing due to sickness or toileting problems, which may include cleaning up soiled surfaces.

Prepared by: TEACH Poole
Date: September 2023



PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous experience of working with children in a formal childcare setting 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • Basic hygiene certificate • Willingness to attend school based training 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs • Good creative skills in order to design healthy menus and to create a stimulating environment for children • Excellent interpersonal skills • Ability to work to deadlines • Good organisational and planning skills • Ability to manage some challenging behaviour from pupils • Ability to work under own initiative • Ability to manage a small budget effectively • Ability to handle confidential information with discretion 	Application form Interview References

Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the elements of healthy eating • Health & Hygiene regulations • Understanding of the basic first aid procedure • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Good knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self-motivated • Team player • A commitment to support the children to reach their full potential 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Support the school's security procedures • Commitment to Equal Opportunities • Enhanced DBS check • Preparedness to go above and beyond • Resilience and stamina • Enhanced DBS check 	Application form Interview References DBS process