



HARVEY ROAD PRIMARY SCHOOL
Job Description

AFTER SCHOOL CLUB ASSISTANT LEADER

JOB TITLE: After School Club Assistant Leader H2 (Term Time Only)

REPORTS TO: Headteacher/School Business Manager

The After School Club will provide child care during term time for parents and will therefore run every day of the academic year. This post will continue as long as the After School Club remains financially sustainable for the school.

1. PURPOSE

To ensure the smooth running of the After School Club, and to ensure that there is an excellent standard of provision which offers a variety of activities for pupils to enjoy in a relaxed and calm environment at the end of the school day. Hours will be from 3pm-6.15pm with up to one hour per week admin time.

2. MAIN AREAS OF RESPONSIBILITY

Personnel

- Supervise staff during session to ensure that the quality of provision is consistent, effective and of an excellent standard
- Communicate any relevant news or issues to others in the After School Club team
- Meet and greet parents & children as they collect their children (ensure a positive relationship with both).
- Note any information passed on from parents and pass onto relevant professionals.
- Bring any concerns to the attention of parents and/or the Headteacher

Safeguarding and Wellbeing

- To safeguard children and ensure and promote their health & safety following the schools policies and procedures.
- To maintain a healthy eating approach in line with the school's healthy eating policy
- Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant members of staff and/or parents).
- Ensure there is a good standard of behaviour in line with the school's behaviour policy.
- Ensure school security is maintained at all times

Additional duties (to be shared with Club Leader)

- Be responsible for purchasing food and other such consumables while running appropriate forms of stock control, ensuring any food storage areas are always

clean and tidy

- Actively work towards and be responsible for achieving or exceeding the budget income target set by the school
- Maintain an expenditure budget (including staffing costs) and if need be a waste management budget which should be reviewed with the School Business Manager every term
- Ensure outstanding monies are paid and liaising with parents in this regard
- Liaise with prospective parents (by telephone, in writing or in person) providing information and ensuring necessary documentation is accurate and complete: eg contact information, medical needs etc
- Be available within set time periods to take ad-hoc bookings.
- Maintain weekly attendance register and booking forms.
- Processing booking forms.
- Complete monthly news updates to parents

3. GENERAL PRACTICES

- Be responsible for the successful publicity of the club to ensure its continual financial viability
- Set up area before children arrive and, with other After School club staff, pack away at end of session (ensuring kitchen area is cleaned after each session).
- Plan and coordinate activities and games to interest and stimulate the children.
- Organise the space and resources to create a welcoming, relaxed and informal environment.
- Settle children and serve a snack and drink encouraging the children to be independent or help others.
- Ensure a good balance between free choice of play and directed play when necessary
- Record attendance on daily register.
- Ensure all pupil records are kept updated and correct procedures are applied, particularly when administering medicines
- Keep other staff aware of relevant club and whole school news when necessary.
- Ensure planning is consistent with school requirements.
- Processing of any other displays, letters, emails as and when needed.
- Liaise with school office staff and Headteacher on all relevant matters and issues.
- Anticipate the resource needs for the After School Club and plan accordingly within the budget limits

Complete any other duty that is directed by the Headteacher or senior leader that is reasonable and is in keeping with the role of After School Club Leader