

BEDFORDSHIRE COUNTY COUNCIL

TITLE:	After School Club Leader
TYPE OF WORKPLACE:	Mainstream school
RESPONSIBLE TO:	Executive/Deputy Headteacher/School Business Manager
JOB PURPOSE:	To lead and be responsible for the day to day management of the After School Club, providing care and play opportunities in a safe and secure environment.

MAIN RESPONSIBILITIES:

Main Duties:

1. Overall responsibility for the day-to-day running of the After-School club.
2. Understanding and ensuring all aspects of safeguarding are monitored to the highest standard.
3. Liaising with the school office (re:registers, cover etc.)
4. Presenting an overall professional image for the club.
5. To ensure that the After-School club is a safe environment for children, staff and others, ensuring equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills regularly checked.
6. The purchasing of necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) and the regular maintenance and tidying of equipment.
7. Overall responsibility for activities, including planning and delivery.
8. To maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details.
8. To organise regular staff planning meetings to plan activities appropriate for the age and number of children and to discuss and assign individual responsibilities to other staff.
9. To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
10. To ensure all legal and statutory requirements are implemented and relevant resources kept up to date, e.g. accident book and first aid kit.

11. To co-ordinate and promote the building of strong links between the after school club and parents/carers regarding after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
12. To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required.
13. Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.
14. To prepare orders to purchase stock and help with the preparation of food and drinks, and the subsequent clearing up.
15. To liaise with staff as appropriate and attend open mornings/evenings to promote the club.
16. Any other duties deemed necessary for the safe and efficient running of the club.