



POST:	NEWCHURCH ROBINS CLUB LEADER
PAY GRADE:	G4 (£ pro-rata)
JE REFERENCE:	A9938
HOURS:	<i>Monday – Friday 7.15am -9.00am and 2.30pm-5.30pm</i>
RESPONSIBLE TO:	<i>School Leadership Team</i>
LINKS TO:	School Leadership Team

PRIMARY SCOPE AND PURPOSE

- 1) Be responsible for providing efficient and effective coordination of the business aspects of the school link club in collaboration with the School Office Team.
- 2) To provide a safe, creative and imaginative environment for children
- 3) Be responsible for providing efficient and effective coordination of activities, support the development of all children attending of the school link club.
- 4) To lead, manage and support the Link Club team including potential holiday club
- 5) Be responsible for providing efficient and effective coordination of activities, support and development of all children attending of the school link club.

KEY TASKS AND RESPONSIBILITIES

1. Be responsible for the effective coordination of the work of the link club team
2. Develop, implement and monitor relevant Health and Safety systems ensuring that all required processes are in place
3. Plan, organise and deliver age appropriate activities, ensuring that they are stimulating and fun in accordance with EYFS and Ofsted regulations.
4. Maintain records in accordance with regulations for EYFS children
5. Organise employee rotas and timetables in collaboration with the School Office Team
6. Oversee the effectiveness of day to day activities
7. Offer support, guidance and advice to other members of staff
8. Complete Health & Safety site inspections on a regular basis
9. Be an appointed Fire Warden for when the club is operational
10. Maintain daily risk register
11. Source, procure and ensure best value of all link provision resources
12. Plan and ensure provision of nutritional snacks for children
13. Ensure notice boards display accurate and up to date information including:
 - Health & Safety Law
 - Employers Liability insurance



- Appointed First Aiders
 - Fire Evacuation Procedure
14. Ensure the promotion and understanding of safeguarding legislation and policies.
Attend annual staff safeguarding training.
 15. Supervise the collection and delivery of children to and from the classroom.
 16. Carry out regular performance development reviews / time to talk for all employees
 17. Identify and arrange relevant training and development opportunities for both self and link club employees
 18. Personally participate in the School's annual Performance Review and Development process
 19. Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection
 20. Carry out all duties with due regard to confidentiality and data protection regulations particularly with regard to staff data
 21. Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times
 22. Undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised:

Prepared/revised by: JN



PERSON SPECIFICATION

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Factors	Essential	Desirable
Qualifications	<p>Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent</p> <p>Relevant Level 3 qualification relating to child care provision / play work and / or significant work experience with age 3-11 year olds.</p> <p>Food Handling and Hygiene Level 2 certificate or a willingness to undertake this immediately.</p> <p>12 Hour paediatric Care First Aid Qualification or a willingness to undertake this immediately.</p> <p>Willingness to undertake training in:</p> <ul style="list-style-type: none"> • Prevent • Child Safeguarding • Child Protection • SENCO – if required • Paediatric First Aid 	<p>A recognized relevant administration management qualification and/or membership of a professional body</p>

Experience	Experience of school link club management or similar environment (minimum of two years required at assistant supervisory role)	
Knowledge and Skills	<p>Detailed knowledge of relevant legislation and Ofsted regulations</p> <p>Detailed understanding of the relevant concepts and principles relating to child play and development</p> <p>Detailed knowledge of the relevant policies and procedures covering the service area.</p> <p>Understanding of pre-school food and nutrition</p> <p>Understanding of administration processes</p> <p>Experience of working within a set budget and practical experience of budget management.</p> <p>Ability to personally respond to and resolve problems and situations</p> <p>Ability to develop plans for actions, activities or event more than a week ahead</p> <p>Ability to effectively motivate and / or train other members of staff</p> <p>Ability to manage and respond to conflicting demands and interruptions effectively</p> <p>Contribute to implementation, updating and application of relevant school policies</p> <p>Account for expenditure, income, money in the form of cash, cheques, direct debits, invoices etc</p>	Understanding of promoting positive relationships with the wider school community

	<p>Apply the appropriate level of accuracy, confidentiality and / or security when producing / processing manual and computer information</p> <p>Knowledge of administrative statutory reporting requirements within wrap around care</p> <p>Detailed understanding of the procedures and processes in relation to Health and Safety Law.</p> <p>Computer literacy knowledge of MS office – Outlook/ Word/ Excel</p>	
Personal Qualities	<p>Demonstrate training and motivational skills in relation to team members.</p> <p>Ability to effectively liaise with school employees, school leadership team and external agencies.</p> <p>Well-organised and able to work to deadlines</p> <p>Able to prioritise and work on own initiative with little close supervision.</p> <p>Able to respond to unexpected problems and situations</p> <p>Good administrative skills and excellent attention to detail.</p>	