**Out of School Club**

**Level 3 Job Description**

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| **Job summary:** | Lead sessions for the manager in their absence  Help with day to day management of the club  Provide play care within the framework of the club’s policies and procedures |
| **Line manager:** | Club Manager |
| **Responsible for:** | Play workers and volunteers in the absence of club manager |
| **Working relationships:** | Children attending the club and their parents or carers  Club management, club staff and volunteers  Schools, childcare and play organisations, registering authorities |

**Main duties include:**

* Helping the manager with planning, preparing and delivering quality play opportunities within a safe and caring environment.
* Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
* Providing support and supervision to play workers and volunteers in the absence of the manager.
* Setting up the play space including moving furniture and play equipment.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary.
* Consulting with children and involving them in planning activities.
* Encouraging parental involvement in the club.
* Facilitating good communication with all members of the organisation, parents, schools and childcare and play related agencies.
* Undertaking appropriate and relevant training.
* Keeping the work environment healthy, safe and secure.
* Working within the framework of the club’s policies and procedures, and the Early Years Foundation Stage.
* Taking on a designated person role.
* To liaise with staff at William Westley Primary School as appropriate and attend open evenings to promote the club.
* To ensure that out of school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills regularly checked.
* To be responsible for staff and volunteers in absence of manager or deputy manager. To undertake extra training as appropriate.
* To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
* **Person specification**

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| **Essential qualities** | **Desirable qualities** |
|  Experience of working with 4 to 11 year olds   * Level 3 Qualification    Understanding the varied needs of children and their families   Understanding the issues involved in the delivery of quality play care   Understanding the issues of equal opportunities   Provide and facilitate safe and creative play   Good communication skills   Able to work as part of a team   Sound judgement and common sense   Sufficient understanding and use of English to ensure the well-being of the children\* |  Experience of working within a play-based setting   Experience of administration   Competent in using IT to support play and club administration   Ability to work on own initiative   Relevant qualification or willingness to work towards this   Appropriate child protection training   Current Paediatric First Aid Certificate   Food Hygiene Certificate |

* *\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*