**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*