

OLDHAM COUNCIL

JOB DESCRIPTION

JOB TITLE	BEFORE & AFTER SCHOOL CLUB – LEVEL A		
DEPARTMENT	People, Communities & Society – CYPF	SCHOOL	Diggle
GRADE	Grade 1 (SCP 4 – 11)	JE CODE	ESC1

JOB PURPOSE

To assist to provide a secure environment for all children attending the Before and After School Club through individual attention and group activities, and to organise appropriate range of creative and stimulating leisure activities for children between the ages of 3 & 11.

KEY TASKS – Service Delivery

1. To provide a safe, creative and appropriate play opportunities including preparing simple activities, arranging equipment and assisting to organise programmes.
2. To assist the [Club Co-ordinator*](#) to ensure that, a wide range of creative and enjoyable activities are offered that meet children's individual and group needs including children from differing cultural and religious backgrounds.
3. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
4. To encourage parental involvement and support through building effective positive working relationships, and to communicate with parents to assist with day-to-day caring needs for the child.
5. To work collaboratively with other team members in delivering a high quality service.
6. To give out drinks and healthy/nutritious snacks, following associated procedures on food hygiene and in accordance with the child's dietary requirements.
7. To assist with the preparation of materials and equipment as required, and ensure all equipment is safe, clean and appropriate for use.
8. To ensure good standards of hygiene and cleanliness are maintained at all times.

KEY TASKS – Policies & Procedures

9. To keep children's health and personal records up to date.
10. To ensure all accidents are recorded in the accident book and the appropriate forms are completed.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Headteacher, staff within the school, pupils, parents, guardians and carers, and the Early Years team at the Council

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: [Before & After School Club Coordinator*](#)

Responsible for: Not Applicable

SPECIAL CONDITIONS

CRB Disclosure Required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

Job Title: BEFORE & AFTER SCHOOL CLUB - LEVEL A

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Willingness to work towards NVQ Level 3 qualification in Early Years, Child Care or Playwork	NVQ level 3 in childcare or equivalent	AF / I
	Willingness to work towards a paediatric first aid qualification	Paediatric first aid qualification	AF / I
	Willingness to gain basic Food Hygiene Certificate	Basic Food Hygiene Certificate	AF / I
Experience	Experience of working with, or volunteering to work with, children	Experience of working in a children's day care setting	AF / I
	Experience of effective team working		AF / I
Skills & Abilities	Interpersonal skills to communicate well with children and adults		AF / I
	Ability to establish and maintain effective record keeping systems		AF / I
	Organisational skills to prioritise work to meet deadlines		AF / I
Knowledge	Understanding of diversity and how to support children having equal opportunities to access activities in the Club		AF / I
	Awareness of the need for child protection policies		AF / I
	Awareness of health and safety and practical hygiene issues		AF / I

Work circumstances	Commitment to work occasional weekends and evenings		I
---------------------------	---	--	---

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview