



## Job Description

<b>Job Title:</b>	<b>After School Care Organiser (Permanent)</b>	
<b>Grade:</b>	Grade 5 (pp7/8) (£13.05-£13.25 ph)	13.75 hrs per week (3.00pm-5.45pm Mon-Fri) Term time only.
<b>Responsible To:</b>	<b>Head Teacher</b>	
<b>Key Relationships with:</b>	<b>Business Manager, After School care assistants.</b>	

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To be responsible to the Head Teacher for the organisation and provision of high quality activities for pupils after the end of the normal school day.</li> </ul>

<b>Main Duties and Responsibilities</b>	
1.	Plan and deliver activities appropriate to the age and ability of pupils in the group.
2.	Promote, create and maintain an appropriate ethos that attracts and encourages pupils.
3.	Monitor and evaluate activities, prepare brief written reports when necessary.
4.	Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
5.	Be aware at all times of appropriate health and safety procedures.
6.	Attend staff meetings as required.
7.	Organise equipment and accommodation. Ensure that equipment and resources used are fit for purpose.
8.	Quietly refer any instance of unacceptable behaviour or concerns they may have about pupils to the Head Teacher.
9.	Supervision of After School Care Assistants.
10	Mop up spillages and accidents with the use of appropriate materials/equipment.
11	Comfort and supervise pupils who are ill or have had an accident administering to their needs, as appropriate and ensuring that accidents are recorded appropriately, communicate any issues to parent/carer as appropriate.
12	Be aware and apply the school's policies and procedures.
13	Attend statutory Safeguarding Training annually and adhere to Safeguarding policies and procedures.
14	Being aware of confidentiality issues linked to home/pupil/teacher/school work/medical issues and to keep confidences as appropriate
15	Ensure that suitable refreshments are available.
16	Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
17	Maintain accurate registers and records as required, including but not limited to

	attendance registers, first aid records and safeguarding reports.
18	Set up and clear away at beginning and end of each session.
19	Maintain positive relationships with parents. Communicate absences at the start of the session. Deal with parent/carers queries that may arise.
20	To administer First Aid, as appropriate.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- All new employees will be subject to Ashby C of E Primary School 's adopted LA probation policy.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

### Safeguarding Statement:

***Ashby C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure form the DBS (Disclosure and Barring Service).***



## Person Specification

<b>Job Title:</b>	<b>After School Care Organiser</b>
<b>Grade:</b>	<b>5</b>

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> An appropriate childcare or playwork qualification (NVQ Level 2/3), or the equivalent in experience.	✓		Doc/Int
<b><u>Or</u></b> Demonstrable experience identified within the section below.	✓		Ref/Int
<b><u>Experience</u></b> Working with children in a learning environment. Planning and delivering appropriate activities	✓	✓	Ref/Int Ref/Int
<b><u>Knowledge</u></b> Knowledge of Child Protection, Safeguarding and appropriate Health and Safety Regulations.  Understanding of positive behaviour management.  An understanding of Ofsted requirements for play provision.  Willingness to attend courses to update knowledge.  Knowledge and understanding of basic administration systems (keeping registers / payment logs etc.)	✓   ✓  ✓  ✓  ✓		App/Int  App/Int  App/Int  App/Int  App/Int
<b><u>Skills and attributes</u></b> A high standard of literacy and numeracy skills.  Ability to work with children in a learning environment.	✓  ✓		App/Int  Ref/Int Ref/Int

Excellent communication skills, with both children and adults.	✓		Ref/Int
Positive and enthusiastic attitude to play.	✓		Ref/Int
Fun and creative ideas for play.	✓		Ref/Int
A commitment to undertake training and continuous professional development.	✓		Ref/Int
Ability to respond calmly and logically to problems or emergencies.	✓		Ref/Int
Ability to use own initiative and judgement.	✓		Ref/Int
Flexible and supportive approach to teamwork.	✓		Ref/Int
Ability to foster warm and positive relationships with children, parents and colleagues.	✓		Ref/Int
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>		<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Dc = Documentary Evidence (E.g., Certificates)</b>
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