



### **Job Description**

**Post Title: Afterschool Club Co-ordinator**

**Hours of work: 1.45 pm – 6.00 pm, Monday – Friday, term time only**

**Salary: NJC Points 21-25 £20,013 - £22,658 Pro Rata. This is equivalent to £9,820, - £11,049 per annum (£10.73 - £12.07 per hour)**

**Reports to: Head of Preparatory Department and through her to the Principal**

**Purpose of Job (for the purposes of the job specification, ‘the school’ refers to the preparatory department, Penrhyn)**

The Afterschool Club Coordinator will be expected to provide a high quality childcare experience for the Penrhyn pupils in the period outside of educational time (2.00 – 5.45 pm)

The Afterschool Club Coordinator will oversee the operations including the planning and delivery of timetabled activities, termly timetabling of extra-curricular clubs and health and safety of the Wraparound care to the highest standards, ensuring that the best possible environment and care are provided for the pupils.

### **Main Responsibilities**

The Afterschool Club Coordinator is responsible for:

- Providing leadership for the Penrhyn Afterschool Programme of Wraparound Care
- Planning and delivering a stimulating and diverse daily programme, providing positive experiences and interactions for all pupils attending
- Planning the extra-curricular timetable for each term in conjunction with the Head of Department, teaching staff and external providers.
- Ensuring that all external providers are providing a quality service, and diverse programme and are delivering content in line with the rules and regulations of the preparatory department.
- Leading the changeover/handover times between school finishing and Afterschool Club starting.
- Ensuring that all external providers are compliant with all AccessNI regulations.
- Ensuring that external providers have a recognised qualification relevant to their sport/activity.
- Ensuring all activities and practices undertaken by the children and the staff comply with the rules of the school
- Ordering and maintaining equipment and resources in conjunction with the Head of Department
- In consultation with the Head of Department to ensure compliance with all aspects of Department of Health Minimum Standards for Childcare requirements.
- Providing training and support for Afterschool assistants

- Administering First Aid as necessary and within the remit of the School Policy on First Aid
- Tidying up rooms used once all children have been picked up
- Maintaining accurate records of pupil and staff attendances at Afterschool Club
- Liaising with the Head of Department and other school staff to ensure smooth delivery of the Afterschool Club programme
- Supervising food distribution during the course of the Afterschool Club
- Planning and ordering any equipment purchases that may be necessary for the delivery of the programme, in conjunction with the Head of Department and Finance Manager
- Providing accurate and complete records of attendances, monies spent and any incidents occurring during the programme, as required
- Taking a lead role in promoting and supporting student, staff safety and well-being, anticipating and responding accordingly to potential threats

### **Supervision / Management of People**

The post holder will be responsible for management, supervision and appraisal of the following staff

- Afterschool Club Assistants
- Additional and relevant support staff

The Afterschool Club Coordinator will identify staff training needs and facilitate training opportunities.

From time to time there may be a requirement to manage the work of staff who are appointed for supply work from Employers for Childcare or to provide supervision for students on placement.

### **Contacts and Relationships**

Working relationships will include the following:

#### **Internal**

- Head of Department, Vice Principal (Pastoral), Finance Manager and Principal
- All other staff employed for the Wraparound care provision
- All teaching and non-teaching staff of Penrhyn
- Children
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#### **External**

- Department of Health – Appointed social worker
- Parents and families
- Appropriate external agencies
- The Afterschool Club Coordinator will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Afterschool Club Coordinator must be approachable, friendly and able to communicate effectively at all times.

## **Decisions**

### **Discretion**

- The Afterschool Club Coordinator will work closely with the Head of Department and other members of the management team. Information and guidance will be readily available, however, the Afterschool Club Coordinator will be expected to work autonomously in relation to the day to day running of Afterschool Club. The role requires the confidence to make decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.
- The Afterschool Club Coordinator will be expected to make recommendations and proposals about service developments and changes, but will not make decisions about substantive changes to the Afterschool Club.

### **Consequences**

- Decisions made by the Afterschool Club Coordinator will directly impact on the day to day quality, availability and flexibility of Wraparound Care for children and families.

### **Resources**

- The Afterschool Club Coordinator will have day to day responsibility for the planning of Wraparound Care in the Afterschool and for the use of other resources. Also for ensuring that the Wraparound Care provision is clean, safe and welcoming for families and staff.
- The Afterschool Club Coordinator will be an authorised signatory for staff timesheets to an agreed level of delegation
- The Afterschool Club Coordinator will be a key holder for the Afterschool Club building

## **Work Environment**

The Afterschool Club Coordinator is mainly Afterschool based, but will be expected to attend meetings & training in other places.

Duties may change or be assigned by the Head of Department or Principal, within the level of the post