

JOB DESCRIPTION



The Ark After School Club AFTER SCHOOL CLUB TEAM LEADER Salary £25,250.00 (pro rata)

The Ark Breakfast and After School Club are based at St Bede CofE Primary School in Winchester. Established in 2004 and currently graded Ofsted 'Good', we care for up to 70 children per evening. We are seeking a strong people manager with a caring and flexible approach. You will be leading the day to day onsite management and organisation of the after-school session, working closely with the Breakfast Club Leader and reporting to the Administration Manager.

Hours of work: 2.45pm-6.15pm Monday to Thursday (5.15pm Fridays) with an additional 5.5 hours administration and planning time per week. Total 22 hours per week term time only.

Option to work within the breakfast club session to increase hours to 32 hours per week at playworker rate.

Essential Requirements:

- Excellent managerial, communication & organisational skills.
- Childcare experience.
- Experience of monitoring and evaluating the quality of the service, ensuring that all staff work within the club's policies, guidance, safeguarding and procedures.
- Thorough understanding of the EYFS framework, equal opportunities and special educational needs.
- Experience of producing a creative programme of recreational and physical activities for children aged 4-11yrs.
- Ability to use IT systems (email, excel and word).

Desirable Requirements:

- Level 3 childcare qualification.
- Paediatric First Aid qualification.
- Supervisory and management experience in a childcare setting.
- Knowledge and understanding of the Early Years Foundation Stage (EYFS).

Duties & Responsibilities to adhere to but not restricted to:

- Lead and motivate a team of approx. 20 staff to deliver high quality play opportunities in a safe and caring environment with regard to the individual needs of the children.
- Staff Inductions, supervisions and appraisals to ensure quality of care, improve performance and manage training needs.
- Promote positive Behaviour Management, Inclusion and Equality and Diversity ensuring the needs of our SEN children and EYFS children are met.

- Encourage children's independence and self-esteem, whilst offering support with their concerns and worries.
- Manage first aid and emergencies.
- Lead the adherence to Health and Safety and Food Hygiene standards.
- Ensure confidentiality and data protection of the children, their families and staff.
- Liaise with parents, carers, and other professionals, including the school Leadership team.
- Responsible for a monthly budget, managing resources, equipment and food provision.
- Promoting parental involvement and support of the club by creating social media posts and contributing to Newsletters.
- Continue to uphold our OFSTED rating and implement developments to achieve 'outstanding' status

Staff Benefits include:

- Subsidised childcare
- Contributory company pension scheme
- Ongoing training & development
- Free uniform