



**Job Description**  
**After School Club Room Lead**

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Job title:	After School Club Room Lead
Responsible to:	Playleader
Hours :	From 15.5 hours per week (term time)
Purpose of the job:	To have the day to day responsibility of an After School Club room. To care for children who attend that room. Maintaining a high-quality, stimulating, positive play environment, supervising staff and imparting your knowledge and skills to others. To be a creative and reflective leader able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

**Main duties**

1. To assist with the planning of the stimulating positive activities that engage the children
2. To help to set up the club room for the daily programme and to help tidy away at the end of the session.
3. To work closely with parents/ carers to ensure the attending children's needs are recognised and met.
4. To work in partnership with parents/carers and other family members.
5. To advise the Playleader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To ensure that children are kept safe and that you understand when to follow child protection procedures.
7. To deploy staff and resources effectively, maintaining ratios in your room whilst supporting other club rooms
8. To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up
9. To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
10. To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the company



11. To ensure children are given snack and that any dietary requirements of children adhered to.
12. To actively participate at team meetings, supervisor meetings and appraisal meetings.
13. To attend training courses as required and to take responsibility for your development.
14. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
15. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
16. To ensure that adequate records are kept and updated regularly.
17. To promote the After School Club to current parents and potential customers.
18. To cooperate and work effectively with the management team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members
19. To undertake any other reasonable duties as directed by the Management team, in accordance with the setting's business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.**

### **Person specification**

#### *Essential criteria*

1. Willingness to undertake a Level 2 early years education, Playwork childcare qualification or equivalent.
2. Fluent or native level of English, spoken and written.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of child protection procedures.
6. Good communication skills.
7. An understanding of play based approaches to children's learning and development.
8. Commitment to equal opportunities.
9. Commitment to working effectively with young children and families.
10. Friendly and flexible approach at work which facilitates the development of effective relationships.



**Kiddylinguistics**  
Multilingual Preschool

**Culham**  
After School Club



*Desirable criteria*

1. Willingness to undertake further training.
2. Current First Aid at Work qualification.

**Salary**

£10.12 - £11.47 depending on qualifications and experience.

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**This post is exempt from the Rehabilitation of Offenders Act (1974) and requires a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**