



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Breakfast and After School Club Coordinator

**School:** Framfield CEP School, Uckfield

**Grade:** [Single Status 6](#)

**Responsible to:** Headteacher

**Responsible for:**

### **Purpose of the Role:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

To provide safe, high quality play opportunities and care for children, and be responsible for the day to day organisation and operation of the club.

### **Key tasks:**

1. Provide full care for the children including collection of children from school (where appropriate) and the safe delivery to parents and/or named carers. This may include providing the provision of breakfast and refreshments.
2. Responsible for providing a high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
3. Promote Learning through Play.
4. Manage and lead a team of breakfast club assistants / play workers.
5. Ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
6. Administer First Aid as appropriate.
7. Carry out day to day administration, record keeping, ordering and purchasing materials and equipment
8. Responsible for the day to day financial administration and monitoring requirements where appropriate, working within an agreed budget

9. Liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.
10. Initiate close liaison with parents, school representatives and other childcare and play related agencies including the Early Years Development and Childcare Team.
11. Ensure that all legal and statutory requirements are implemented, and provide reports as required.

## PERSON SPECIFICATION

### Essential education and qualifications

- Level 3 qualification in Childcare, Playwork or equivalent
- A current First Aid certificate

### Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to provide and facilitate safe, creative play
- Ability to manage and lead a team
- Ability to produce regular project reports
- Ability to communicate at all levels
- Ability to converse at ease with customer and provide advice in accurate spoken English
- Ability to establish a rapport with pupils and their parents
- Ability to meet children's individual needs, including those with special educational needs
- Ability to use judgement and common sense
- Knowledge of Learning through Play
- An understanding of good quality childcare
- A knowledge and understanding of the Health and Safety regulations within the school
- An understanding of, and commitment to, Quality Assurance
- Knowledge of school policies on Child Protection, Pupil Behaviour, and Equal Opportunities.
- Experience of working with 4 to 12 (or 14) year olds
- Some experience of administration including budget management
- A personal commitment to equal opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

**Document version control:**

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### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	Yes
Exposure to blood /body fluids	Yes