

CALDECOTT PRIMARY SCHOOL
JOB DESCRIPTION

Happy Learners, Aiming High

***Caldecott Primary School is committed to safeguarding
and promoting the welfare of children.***

From December 2025

Job Title: After School Club Leader/Assistant
School: Caldecott Primary School
Responsible to: Headteacher
Hours: 9.5 hours per week. 5 hours per week as an After School Club Lead and 4.5 hours per week as an After School Club Assistant.

KEY TASKS

- To plan and provide care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To supervise play workers, ensuring they are effectively deployed and offer appropriate care and support to the children. To supervise students and volunteers as required.
- To ensure that the club is a safe environment for all, that equipment is well maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To organise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To ensure that food and drink is provided that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To work as part of the whole school team and liaise with relevant school staff.
- To provide evidence and information for the school's self-evaluation process.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in play work and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers. Encourage participation by all staff.
- To establish constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council's Community Childcare and Play staff.
- To be responsible for ensuring the safety of all those children at the Club in the event of a fire/drill or other emergency.
- To act in a responsible manner towards children at all times.
- To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Daycare Co-ordinator.
- To ensure that the areas used by the club are left tidy and clean.
- To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
- To attend meetings as appropriate.

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Health and Safety Requirements (applies to all employees):

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements
- Report all defects on the maintenance forms and return them to the office
- Complete the action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform employer of any "Near-Misses"
- Be familiar with the emergency action plans for fire, first aid, bomb security and off site issue
- Raise health and safety issues with pupils

Safeguarding (applies to all employees):

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with each school's child protection and behaviour management policy.
- The postholder will be subject to a Disclosure and Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There will be some requirement for duties to be undertaken outside of the normal working day.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually.

Signed:

Agreed:

Date: