

After School Club Leader Job Description

After School Club Leader manages the day-to-day running of a safe, fun, and inclusive wrap-around care provision for children aged 4 to 9 during term time.

Job Purpose

- Provide high standards of pastoral care and stimulating play opportunities.
- Ensure a secure, nurturing environment that complies with all safeguarding and health regulations.
- Build positive working relationships with pupils, parents, carers, and school staff.

Key Responsibilities

- **Child Welfare & Safety:** Supervise children directly and follow all safeguarding procedures.
- **Activity Planning:** Plan, prepare, and deliver engaging, inclusive indoor and outdoor play activities.
- **Administration:** Manage daily registers, track attendance and log any accidents or incidents.
- **Team Management:** Direct on-site play and ensure smooth daily operations.
- **Liaison:** Communicate effectively with parents at pick-up times and collaborate with the school leadership team.

AFTER SCHOOL CLUB LEADER PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualifications and Training	Some understanding of the importance of Health & Safety in the workplace Awareness of safeguarding procedures	GCSEs or equivalent in Maths and English Qualification NVQ Level 3 or equivalent relevant qualification in supporting children Awareness of food hygiene practices Food Handling certification Paediatric or other First Aid certificate
Competence Summary (Knowledge, abilities, skills, experience)	Experience of working with children Excellent organisational skills, including the ability to plan and organise Interpersonal skills at all levels including children, parents and other staff, etc Able to work on own initiative, under direction or as part of a team Understanding of the importance of safeguarding and promoting the welfare of children Competent in using IT to support club administration	Experience of working in a school environment Ability to organise games and activities Assist children in organising games Develop and maintain good relationships and communications with parents Knowledge of health and safety principles

Other Work Requirements	Participate in training and development activities Able to work within guidance in all school policies, e.g. safeguarding, behaviour management, health and safety, equal opportunities. Undertake other such duties as required by the Head of School Sensitivity, integrity and awareness of confidentiality requirements To be committed to equality of opportunity, participation and diversity	
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