

# Job Description

<b>Department:</b>	<b>Orchard Community Primary School</b>
<b>Job Title:</b>	<b>Pre/After School Care Organiser</b>
<b>Grade:</b>	5
<b>Post Number:</b>	ORCH062017AFTSCH
<b>Base/Location:</b>	Orchard Community Primary School
<b>Responsible To:</b>	<b>Head Teacher</b>
<b>Responsible For:</b>	<i>n/a</i>
<b>Key Relationships/ Liaison with:</b>	Classroom Teachers and support staff, other pre/after school care organisers

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To be responsible to the Head Teacher for the organisation and provision of high quality activities for pupils before the start of or after the end of the normal school day.</li> </ul>

<b>Main Duties and Responsibilities</b>	
1.	Plan and implement activities appropriate to the age and ability of the group.
2.	Promote, create and maintain an appropriate ethos that attracts and encourages pupils.
3.	Monitor and evaluate activities, prepare brief written reports when necessary.
4.	Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
5.	Be aware at all times of appropriate health and safety procedures.
6.	Participate in appropriate professional staff development and training.
7.	Organise equipment and accommodation.
8.	Quietly refer any instance of unacceptable behaviour or concerns they may have about pupils to the Head Teacher.
9.	Maintain records as directed.
10	Prepare a suitable snack for children and supervise the mealtime, encouraging children to participate.
11	Mop up spillages and accidents with the use of appropriate materials/equipment.
12	Comfort and supervise pupils who are ill or have had an accident administering to their needs, as appropriate and referring to the nominated

	teacher and/or First Aider ensuring that accidents are recorded appropriately.
13	Be aware and apply the school's policies and procedures.
14	Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
15	Liaise effectively with parents and school staff to ensure children transition safely and comfortably between school, care club and home.
16	Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: May 2017**

# Person Specification

<b>Department:</b>	Orchard Community Primary School
<b>Job Title:</b>	Pre/After School Care Organiser (non-Extended Schools)
<b>Grade:</b>	5
<b>Post Number:</b>	ORCH062017AFTSCH

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
NVQ 2 qualification or equivalent	✓		Doc/Int
NVQ 3 qualification or equivalent in a relevant subject		✓	
Basic First Aid Certificate (or the willingness to gain this)	✓		
Food Hygiene Certificate (or the willingness to gain this)	✓		
<b>Or</b>			
Demonstrable experience identified within the section below.	✓		Ref/Int
<b><u>Experience</u></b>			
Working with primary aged children in informal or formal settings	✓		Ref/Int
<b><u>Knowledge</u></b>			
Knowledge of good practice in Primary care and education.	✓		App/Int
Knowledge of requirements of the Children Act.	✓		App/Int
Knowledge of Ofsted requirements	✓		
Knowledge of Child Protection and appropriate Health and Safety Regulations.	✓		
<b><u>Skills and Competencies</u></b>			
A high standard of literacy and numeracy skills.	✓		App/Int
Ability to work with children in a learning environment.	✓		Ref/Int
Good interpersonal and communication skills.	✓		Ref/Int

Ability to work as part of a team.	✓		Ref/Int
Empathy with children.	✓		Ref/Int
Personal organisation	✓		Ref/Int
Have the ability to undertake personal development.	✓		
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

<b>Key:</b>	
<b>App = Application Form</b>	<b>Pre = Presentation</b>
<b>Test = Test</b>	<b>Med = Medical Questionnaire</b>
<b>Int = Interview</b>	<b>Dc = Documentary Evidence (E.g., Certificates)</b>

**Date Prepared/Revised: May 2017**