

# JOB DESCRIPTION

# Community Lead Facilitator

# After School Care Provision

**BPS range 2 £19,077 pro rata**

**Mon – Fri Term Time Only**

**PURPOSE OF JOB**

To manage the day to day running of the Frieth Falcons after school childcare facility.

To provide quality play and care, encouraging safe, purposeful and creative play at Frieth Falcons.

To ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.

To contribute to the overall Christian ethos, work and aims of the school.

**RESPONSIBILITIES**

* 1. To lead and plan the after school childcare facility activities, engage children in purposeful play and/or fitness activities and each play skills and specific games and activities.
  2. To be responsible for the assistant play workers and/or volunteers working within the facility
  3. To monitor stock levels for afternoon snacks and provide the Headteacher with stock orders for necessary supplies.
  4. Help support children with their personal, social and emotional development needs.
  5. Supervise and interact with pupils attending the afterschool facility, encouraging positive social skills and good behaviour in pupils.
  6. Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
  7. To supervise pupils on the school premises when they are not allowed outside in inclement weather.
  8. Ensure pupils are dressed appropriately for the prevailing weather conditions
  9. Implement and support the school’s behaviour policies, ensure pupils comply with the school’s behaviour policies, and report serious misdemeanours to senior staff.
  10. Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
  11. Encourage good table manners, hygiene and eating habits among pupils.
  12. To liaise with the Headteacher directly or Administrative Officer when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.
  13. Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring that these do not cause a safety hazard to others e.g. pupils and staff.
  14. Be vigilant in the playground, and recognise potential dangers.
  15. Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and report any serious incident or emergency to a relevant member of staff immediately.
  16. Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school’s policy.
  17. Participate in training, induction and development activities and programmes, and attend and participate in meetings as required.
  18. Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil’s play and behaviour to a relevant teacher or senior member of staff immediately.
  19. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
      + Keeping Children Safe in Education 2019
      + Child protection/safeguarding children
      + Health, safety and security
      + Confidentiality
      + GDPPR
  20. Contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.
  21. To be aware of the diverse background of pupils and to respect the dignity of pupils.
  22. Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

# Person specification

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| **Essential** | **Desirable** |
| * Appropriate Level 3 qualification * Experience of working with 4 to 11 year olds * Experience of working in a supervisory or * management capacity * Experience of administration * Experience of delivering equal opportunities in a play setting * Understanding the varied needs of children and families * Appropriate child protection training * Providing and facilitating safe, stimulating play * Ability to work as a team member and demonstrate leadership skills * Excellent communication skills * Ability to work on own initiative, using judgment and common sense | * At least 2 years’ experience of working in a childcare setting or a play-based setting * Experience of budgeting * Ability to use IT based resources to support play and club administration * Current 12-hour Paediatric First Aid Certificate * Food Hygiene Certificate & Training * Familiarity with the Early Years Foundation Stage |