



**Maple Tree Primary School  
Kid's Club Deputy Leader  
Job Description**

<b>Salary Scale</b>	Level 3 Point 15-18
<b>Responsible to</b>	Kid's Club Leader
<b>Primary Purpose of Position</b>	Work with the staff team and deputise for the Leader to plan, organise and deliver creative play opportunities appropriate to the needs of all the children and to individual children as necessary.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo children protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*This job description may be amended at any time, according to the changing priorities of the school as identified within the school's development plan and in consultation with the post holder.*

**Main Areas of Responsibility**

- Working with staff team to plan, organise and deliver creative play opportunities within a safe and caring environment at all times
- Setting up the play space including moving furniture and play equipment
- Providing comprehensive care for the children including collecting them from classrooms within the school and handover to parents at collection.
- Providing an inclusive and welcoming environment that incorporates the children's ages, interests and abilities.
- Providing nutritious and healthy refreshments and ensuring that hygiene, health and safety standards are met.
- Consulting with children and involving them in planning activities.
- Administering first aid as appropriate ensuring correct records are kept.
- Deputising for the manager when necessary.
- Administration and record keeping, including staff and child records.
- Developing and maintaining good communication with all members of the club (children and staff), the school and parents.
- Attending meetings / training courses as appropriate.
- Working within an agreed budget.
- Knowledge of child protection and safeguarding procedures.
- Working within the framework of the club's and school's policies and procedures, the Early Years Foundation Stage and Childcare Register.

- Any other duties as required in conjunction with the club leader – for example, shared responsibilities for Holiday club.

**Job Context**

- The jobholder is one of a team of Kid’s Club staff who support the learning and welfare of pupils; flexibility by all staff is important in order to meet the varied needs of pupils.
- The jobholder is managed by, and works under the day-to-day direction and supervision of the Kid’s Club Leader.
- The principal focus of the job is to provide a range of After School Club and Holiday activities for the school.
- Part-time hours during term time – 3.00 to 6.00 pm

Hours may increase during school holidays depending on Holiday Club provision

The appointed person must be prepared to be flexible regarding time management and must have the ability to manage their own workload in consultation with the Kid’s Club Leader.

**Additional Information**

- It is not always possible to define completely the duties and responsibilities attached to the posts and some variations may be necessary from time to time.
- To integrate into all areas of job accountability the actions and behaviours required to actively implement the County Council’s equal opportunities.
- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

<b>Headteacher/Line Manager’s signature:</b>
<b>Date:</b>
<b>Postholder’s signature:</b>
<b>Date:</b>