



Job Description for Holiday Club Leader

Job Title: Holiday Club Leader

Responsible to: Head Teacher

Place of Work: Banks Road Infant and Nursery School

Hours of work: Monday to Friday between 8.00am until 6.15pm (directed: as per Holiday Club opening and not including Bank Holidays if the fall within School Holidays)

Purpose of the Job: To organise and manage the provision of supervised care for children in Holiday Club, providing a challenging environment which encourages the children's all-round development. Manage a team of staff that ensures a continued high standard of care provisions that meets the needs and aspirations of the School.

Duties:

- 1** To contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 3 and 11 years of age.
- 2** Lead a team of support staff allocating work to specific team members ensuring they fully understand their role and responsibilities. Involve staff in the running of sessions overseeing activities of those staff ensuring that performance is monitored and managed.
- 3** To meet the individual needs of all the children attending the holiday club and to help provide a warm and caring environment.
- 4** To establish good working relationships with staff, pupils and parents. Act as first point of contact for parents to answer or refer enquiries providing accurate and timely responses to enquiries and other routine matters.
- 5** To ensure that sessions operate in a safe and effective manner and that relevant school policies and procedures are observed by the team.
- 6** To organise the planning, preparation, resourcing and maintenance of toys and purposeful activities.
- 7** To keep accurate records of attendance and ensure children are handed over to parents /carers at the end of the day in accordance with school procedure.
- 8** To keep an accurate record of financial accounts.
- 9** To ensure that adequate and healthy snacks are purchased and stored correctly and prepared and served under hygienic conditions; paying particular attention to children with dietary needs (medical/religious). To ensure that packed lunches are stored in an appropriate environment.
- 10** To communicate concerns, misbehaviour and information to the Head Teacher and/or other staff as appropriate.
- 11** To provide, where appropriate, basic first aid and record any incidents according to school policy and procedures.

- 12** Responsible for the safe removal and disposal of body fluids.
- 13** 11. To undertake INSET and attend meetings as required.
- 14** 12. Cleaning of equipment and facilities.

GENERIC TASKS

- 15** Act responsibly and within school policies taking a positive approach to service delivery.
- 16** Identify opportunities for improvement in service delivery and implementing and evaluating changes, where required.
- 17** Maintain professional competence and undertake appropriate training/education, as required.
- 18** Ensure an understanding of national standards and school policies/procedures and how they apply to the role. To work within all agreed policies and procedures.
- 19** Uphold the School's standing as a quality education provider in a professional, competent, helpful and polite manner.
- 20** Maintain strict confidentiality at all time.

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