

**GREAT CORBY SCHOOL & NURSERY
BREAKFAST & AFTER SCHOOL CLUB LEADER**

Job Details

Salary: PCD3 - £24,441 FTE (pro-rata salary £9,095.59)

Hours: 16.25 hours per week, 7.50am-8.50am & 3.15pm-5.30pm

Contract type: Term-time/permanent

Reporting to: Headteacher

JOB DESCRIPTION – Breakfast & After School Club Leader

Main Purpose: To supervise the provision of the breakfast and after school club service for pupils between the age of 3 – 11. To coordinate all activities within a safe and stimulating environment, in accordance with the club/and or school policies.

Responsibilities/Duties

- Develop understanding of health issues such as healthy eating, fitness and exercise
- Provide and supervise safe play activities for pupils
- Carry out day-to-day administration including registers, ordering and purchasing of equipment and food, record keeping as appropriate
- To record and inform parents of any incident or accident relating to their children that has occurred during the session
- Liaise with school staff as required
- Undertake relevant training.
- To set up and clear away equipment
- Carry out all responsibilities and activities within an equal opportunity framework
- To ensure that school security regulations are upheld
- To provide support to children including first aid duties (dependant upon training)
- To undertake such duties commensurate with the grade to ensure the successful running of the scheme

Special notes or conditions

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all of our employees to share this commitment. An enhanced CRB check will be required for this post.

Visits to school are welcomed, please contact Mrs Walsh 01228 560399

For further details and an application pack, please email our School Business Manager, Mrs Walsh at admin@gtcorby.cumbria.sch.uk.

Great Corby School, Great Corby, Carlisle CA4 8NE

**The closing date for applications is Thursday 20th June 2024
Interviews will be held on Monday 24th June 2024**