



ST JOHN'S CATHOLIC INFANT SCHOOL

JOB DESCRIPTION



"Loving, Learning and Laughter Together with God"

Article 29: "Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment."

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| Post Title: | St John's Extended School Club Coordinator |
| Salary Scale: | BAND F |
| Hours: | 20hrs |
| Responsible to: | The Head teacher and the Governing Body |
| Purpose of the Role: | Providing and managing the effective running of the provision across both Infant and Junior Schools, in line with policies and procedures. |

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of **the Diocese of Shrewsbury**. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. This appointment rests with the Governing Body of the school as employers. The Extended School Club Coordinator will demonstrate through example and experience the commitment to promoting and developing the school's distinctive Catholic identity by working with the Head teacher to ensure all aspects of the school are firmly committed in its Christian ethos.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Extended School Club Coordinator must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The Extended School Club Coordinator will be required to safeguard and promote the welfare of children and young people. The Extended School Club Coordinator will be required to undergo an Enhanced Disclosure from the Disclosure Barring Service and obtain any other statutorily required clearance.

KEY TASKS:

- Ensure staff are planning, preparing and delivering quality play opportunities, within a safe and caring environment
- Providing comprehensive care for the children, including ensuring staff collect them in both schools and deliver them safely to parents/carers
- Providing support and supervision to play workers
- Setting up the play spaces, in both school, including, moving furniture and play equipment.
- Providing refreshments/snack and ensuring hygiene and health and safety standards are met.
- Adminstrating first aid when necessary.
- Consulting with children and involving them in planning activities.
- Facilitating good communication with all member of the school community, parents/carers and other agencies as required
- Working within the framework of the clubs policies and procedures and the Early Years Foundation Stage

PERSONNEL:

- To work closely with the Director of ESC and SBM to ensure smooth running of SJESC and adequate separation of duties is in place to ensure due diligence.
- Supporting the staff to enable them to carry out their duties effectively
- Contribute to the strategic development of the Extended School Club and give feedback during Committee meetings
- To assist in the provision of effective support in relation to staffing matters e.g. recruitment, appointments, arrangements for training etc...
- To support the engagement of supply staff to cover sickness and general supply cover.
- To manage rigorous systems to ensure the efficient running of the club
- To present a professional manner at all times, to support the school vision, aims and ethos
- To manage and maintain staff personnel records
- To organise and lead regular staff meetings, updating ESC staff and supporting them in any developments.
- To manage staff rotas and cover, including Holiday Club.

PREMISES MANAGEMENT/HEALTH & SAFETY

- To monitor the day to day maintenance, reporting of repairs and cleaning of both schools
- To develop appropriate monitoring procedures to ensure that the school sites are kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate
- To ensure that both sites are maintained to a high standard
- To ensure complete daily checklists/risk assessments
- Ensure staff follow guidance, inline with food preparation standards
- To carry out regular inspections to ensure resources are fit for purpose and replenish toys/equipment as required

SAFEGUARDING:

- In liaison with the Head teacher and Site Manager, ensure that effective measures are taken to maintain and improve school security and safety
- Responsible for the development of rigorous Health and Safety and Safeguarding procedures and practices and monitoring their impact within SJESC
- Ensure all legal requirements are met
- Promote and safeguard the welfare of children within the school
- Follow school safeguarding policy & procedures at all times, to record incidents, concerns or contacts

GENERAL:

- Motivating other staff in contributing to the ethos of the school, so that all members of SJESC derive maximum benefit
- Providing advice and support for staff and children when required
- To maintain confidentiality at all times
- To be aware of and comply with all school policies and procedures and to report concerns immediately ensuring the health, safety and welfare of staff and children
- To carry out any other duties as required that fall under the expectation of the role and as required by the head teacher
- Appreciate and support the role of other professionals within the school
- Participate in and attend meetings, training and other learning activities and continued professional development as required
- First point of contact for Parents and available, during school hours, to answer queries via phone/email/face to face

Magic Booking System

- Creation of bookable activities (Breakfast/afterschool/holiday club)
- Supports with bookings, ensures sessions are published and correct and amend bookings due to parent errors or late changes
- Support with daily analysis of any failed payments to ensure that these are chased in a timely manner.
- Monitoring of Magic Booking user emails to resolve any queries.

The Extended School Club Coordinator will be required to safeguard and promote the welfare of children and young people.

The above duties are neither exclusive nor exhaustive and the Extended School Club Coordinator may be required by the Head teacher to carry out appropriate duties within the grading level of the post and the competence of the post holder.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Member of Staff (signed):

Date: