



After School Club Leader Person Specification and Job Description

Person Specification

Category	Requirements
Experience	Previous experience working with primary-aged children (4–11 years). Experience in leading groups in sports or creative settings is highly desirable.
Skills	Strong communication skills to interact with children, parents, and school staff. Ability to use own initiative to solve problems and plan sessions independently.
Knowledge	Awareness of school health and safety and food hygiene practices. Understanding of safeguarding responsibilities in an educational setting.
Values	Commitment to the Christian ethos and vision of Bishop John Robinson CofE Primary.
Qualifications	A Level 2 or 3 qualification in Childcare, Play Work, or Sports Coaching is preferred but not essential for the right candidate. Paediatric First Aid is highly desirable.



Job Description

Key Responsibilities

Activity Planning & Delivery

- Design and lead a diverse weekly program including cooking sessions, sports sessions, and creative arts.
- Promote active learning and ensure activities are age-appropriate and inclusive for all children.
- Organise space and resources to create a welcoming and relaxed environment at the end of the school day.

Supervision & Welfare

- Ensure the safety and well-being of children at all times, maintaining required staff-to-child ratios.
- Prepare and serve healthy, safe nutritional snacks, ensuring compliance with food hygiene standards.
- Manage pupil behaviour in line with school policies, promoting self-esteem and positive social skills.

Administration & Communication

- Maintain accurate daily registers and ensure children are signed in/out securely.
- Build positive relationships with parents/carers, providing daily feedback on their child's well-being.
- Liaise with the School Business Manager regarding bookings, supplies, and equipment needs.

Safeguarding & Compliance

- Act as a point of contact for safeguarding, following school procedures to report any concerns immediately.
- Ensure all health and safety regulations are met, including conducting risk assessments for activities like cooking or outdoor sports.