



ELDWICK PRIMARY SCHOOL

Job Description

Level 3 - Before School Childcare Coordinator

Hours of work: 7.10 to 9am (Mon to Fri) plus 1 hour admin (10 hours 10 mins)

Band:6 SCP 7-11 (£5,893 - £6,281)

Main duties and responsibilities include:

- Leading the day-to-day management of the breakfast club.
- Providing line management to a team of supervisors, directing the work of staff based at the breakfast club, supervising their activities and inducting new staff members.
- Working with all staff to provide care, as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children.
- Liaising with parents to encourage parental involvement and support for the breakfast club.

Management and administrative duties and responsibilities include:

- Monitoring and evaluating the quality of the breakfast club's service.
- Working in partnership with the senior leadership team (SLT) to provide breakfast club provision.
- Maintaining working relationships with other site users.
- Ensuring that all staff work within the policies, guidance and procedures of the Eldwick Primary School.
- Working in partnership with the Eldwick Primary School's SLT to organise staff training to meet any identified training needs.
Carrying out any other duties that would enhance the work of the Eldwick Primary School's extended day services.
- Maintaining all records relating to the breakfast club in accordance with data protection and freedom of information legislation/regulations.
- Liaising with the Eldwick Primary School's Business Manager to establish the breakfast club's budget, and ensuring sound financial control with regards to expenditure.
- Liaising with the Eldwick Primary School's finance team to administer bookings and organise the collection of fees, ensuring that any monetary transactions are handled and documented as directed by the Eldwick Primary School's Business Manager.
- Maintaining records of staff attendance and manage staff absences and lateness.
- Effectively managing the occupancy levels of the breakfast club.
- Promoting and marketing the Eldwick Primary School's breakfast club to maintain occupancy and revenue streams.
- Developing professional working relationships with the Eldwick Primary School and all relevant professionals and authorities.
- Monitoring and evaluating the quality of the breakfast club's service.
- Ensuring that all staff work within the policies, guidance and procedures of the Eldwick Primary School.
- Other duties as may reasonably be allocated by the Headteacher
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Health and safety duties and responsibilities include:

- Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.
- Undertaking the appropriate risk assessments for the breakfast club, where necessary.
- Ensuring that adequate standards of safety and hygiene are maintained throughout the breakfast club, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.

Safeguarding duties and responsibilities include:

- Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the Eldwick Primary School.

General duties and responsibilities include:

- Contributing to the quality assurance process of the Eldwick Primary School and the breakfast club.
- Contributing to the development of the school improvement plan and to the fulfillment of its objectives.

Environment demands / working conditions:

- Will have long periods of standing / sitting
- A willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- This post may include a degree of manual lifting and handling.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

This post is subject to a Disclosure Barring Service (criminal records) check.

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • NVQ level 3 in childcare or other relevant qualification or at least 2 years' experience in equivalent role • First aid qualification • GSCE English / Maths or equivalent e.g. Adult Literacy/Numeracy at level 1 	<ul style="list-style-type: none"> • Degree or equivalent in childcare or other relevant qualification • Experience of supervising or managing staff • Provide evidence of having previously spoken fluently at an Intermediate Threshold level
Knowledge and skills	<ul style="list-style-type: none"> • Recent relevant experience of working with children aged 4-11 years • Up-to-date knowledge of childcare/pedagogy • Ability to relate well to pupils and adults. 	<ul style="list-style-type: none"> • Up-to-date knowledge of pedagogy • Up-to-date knowledge of safeguarding legislation • Up-to-date knowledge of health and safety legislation • Up-to-date knowledge of special educational needs and disabilities
Abilities and aptitudes	<ul style="list-style-type: none"> • Excellent communication skills • Good organisational skills 	<ul style="list-style-type: none"> • Competent in using computer systems such as Microsoft Office
Personal qualities	<ul style="list-style-type: none"> • Passionate about all aspects of childcare and education • A caring and nurturing manner • Patience 	<ul style="list-style-type: none"> • Resilience to deal with challenging problems as they arise.