



Harden Pre-School

Job Description

Role title: Springfield Club Leader

Responsible to: Pre-School Management Team & Committee

Responsible for: Springfield Club Team

Job scope:

To lead and manage the day-to-day operations of the Springfield Breakfast and Afterschool Club caring for children from 2 years to 11 years of age. To plan, prepare and deliver quality and appropriate play opportunities within a safe and caring environment ensuring that children's personal needs are always met acting as the Lead Safeguarding Officer. To ensure the club is a safe and fun place for the children and staff that attend.

Main duties:

- To manage the day-to-day operations of the wrap around care service. Taking specific responsibility for the management, organisation and running of the wrap around care provision, to ensure that parents and carers are provided with high quality childcare for their children. This includes managing staff.
- To maintain safe, creative and stimulating environment for children's play experiences
- To work within the framework of the Early Years Foundation Stage for the Pre-school and other early years children who attend the wrap around care service.
- To prepare the planning of a programme of activities designed to meet the needs of the children.
- To be responsible for the care, preparation, maintenance and use of relevant equipment, assisting children in its use and clearing/storage afterwards.
- To provide comprehensive care for the pre-school and primary school children.
- To drop off and collect pre-school children from the relevant pre-school rooms and drop off and collect the school children from Harden Primary School.
- To ensure responsibilities and duties are carried out in accordance with Health and Safety, Child Protection and Safeguarding policies and within the equal opportunities framework.
- To be responsible for health and safety issues at the wrap around care with regard to clearing, setting up and running activities – both indoor and outdoor, trips, outings and general risk assessment.
- To do the weekly consumables shop inline with the menu and budget
- To plan, prepare and provide a healthy, nutritious and balanced menu for the breakfast and afterschool club services whilst keeping up to date with each child's individual dietary requirements. This must meet all guidance of Ofsted, the Early Years Foundation Stage and Government guidelines.
- To carry out administrative tasks as directed by the Management Team including registering children, obtaining parental consents etc.
- To participate in training when instructed to do so and identify training needs of the team.
- To follow first aid procedures including keeping records of all accidents and the treatments given.
- To attend to the children's personal needs, implementing and maintaining related personal care programmes with the correct use of care materials and paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene of the children.
- To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
- To promote and reinforce the inclusion, acceptance and integration of all children including those with specific and special needs and those from different cultures and/or with a different first language as appropriate

- To work alongside the Pre-School Business Manager to ensure that supplies relevant to the Springfield Club are well stocked and put on order in good time
- To work alongside the Pre-School Business Manager to ensure that records of children's attendance are cascaded on for the purpose of billing and funding.
- To ensure the Springfield Club areas are cleaned sufficiently and kept tidy at the end of the morning and evening for the use of Pre-School and other hall users. Maintaining hygiene, health and safety standards at all times.
- To supervise and support staff working shifts in the wrap around care ensuring they know their duties and remain approachable at all times. This also applies to students and volunteers.
- To develop and maintain a good relationship with Harden Primary School.
- To act as the Lead Safeguarding Officer for the Springfield Club and communicate any concerns professionally and within the policies and procedures of the setting.
- To gather and report information from and/or to parents/carers as directed, considering their concerns, dealing with them sensitively with the support of the Pre-School Management Team.
- To deal with any issues, immediate problems or emergencies that arise in line with the setting's policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- To act as a role model by establishing positive and constructive working relationships with children and staff, setting high expectations, motivating and interacting with them, supporting difference and ensuring all children have equal access to opportunities to learn and develop.
- To be able to cope with the requirements of the post which may include working with children who have emotional/behavioural/physical difficulties
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job in accordance with GDPR and The Data Protection Act 2018.
- To keep up-to-date with current good practice and statutory requirements of the role according to Ofsted regulations.
- To have key holder responsibility.
- To undertake any other reasonable duties as directed by the Pre-School Management Team and Committee, in accordance with the pre-school business plan/objectives.

This role is exempt from the Rehabilitation of Offenders Act 1974. Role holders must be prepared to disclose any convictions they may have and any orders which have been made against them.

Person specification

Essential criteria

1. Minimum NVQ level 3 CCLD/Children & Young People's Workforce, NNEB, or equivalent.
2. Minimum two years' experience of working with children, including early years children
3. Experience working in a supervisory capacity.
4. Understanding the varied needs of children and families.
5. Knowledge of Early Years Foundation Stage.
6. Commitment to diversity and equality opportunity.
7. Commitment to young children and families.
8. Friendly, flexible approach.
9. Ability to work as part of a team and on own initiative.
10. Ability to remain calm under pressure.
11. Willingness to participate in the development and training opportunities
12. In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.

Desirable criteria

1. Current Paediatric First Aid Certificate
2. Food Hygiene Certificate
3. Level 4 qualification in Childcare and Education
4. Lead Safeguarding Qualification