

Job Description

Lindley Out of School Club (LOSC)

Job Title:	Team Leader Lindley Out of School Club
Accountable to:	Early Years (EY) & Childcare Manager
Required Qualifications:	Childcare Qualification Level 3
Annual leave:	28 days pro-rata including statutory bank holidays
Other leave:	As per relevant policy.
Notice period:	4 Weeks

Purpose of Post:

- To manage our Breakfast & Afterschool childcare setting daily & Playscheme when on shift.
- Maintain overall responsibility for the quality of care at the After School site & joint responsibility with the Junior & Infant team leader for Breakfast Club & Playscheme.
- To provide effective supervision and leadership to the Club staff & children
- To liaise with team members, schools and the LOSC office over any relevant organisation and administration issues.
- Engage in parental involvement

Key areas of Responsibility:

- **Communication & Liaison.**
- **Supervision of staff**
- **Organisation & Administration**
- **Food & Hygiene**
- **Play work**
- **Measures**

Communication:

- Ensure the mobile telephone is checked promptly at the start of every shift.
- Answer the phone promptly and politely, respond accordingly to staff/office/parents/teachers, and/or immediately leave a voicemail on the office telephone.

- Ensure a weekly kitchen rota is produced & discussion is had with staff about which area is their responsibility upon their attendance at club at the start of their shift.
- Check the online registers are up to date, check absences and any amendments communicated from the office or messages from parents.
- Update the notice board with important and relevant issues and always display Ofsted certificate, liability insurance, fire evacuation procedure, MPLC licence and relevant child protection contacts and procedure.
- Ensure all communications are passed on to parents, and encourage their involvement and support, to attend committee meetings and give feedback.
- Ensure that a copy of the Club brochure and the Clubs policies are on display for parents to read.
- The EY & Childcare Manager must be informed immediately in the event of an Ofsted inspector visiting the building.
- Any visitors to club must be signed in and out
- Liaise with the church centre administrator regarding any issues surrounding the building and its users.
- Ensure that any incidents that occur at Club during a session are dealt with instantly and recorded in the appropriate place.

Liaison:

- Ensure that a good relationship is maintained with Lindley Pre-school or other building users on cross over periods.
- Liaise with the EY & Childcare Manager over shortage of staff if you have been unable to find immediate cover in the event of staff calling on the day of their planned shift.
- Advise the EY & Childcare Manager of any emergency situations immediately.
- Meet with the school staff /SENCO appointed teacher on a termly basis and attend open days.
- Feedback and contribute to the development of the Club's policies and procedures.
- Liaise with the management team and committee to produce written reports where necessary i.e. parent complaints / incident forms
- Ensure that any damages are recorded and reported to the property owner immediately.

Supervision of staff:

- Any communication with staff must be clear, concise, in a professional manner, and not in breach of any confidentiality or data protection issues.
- Relevant staff issues and concerns should be dealt with and then fed back to EY & Childcare Manager / Business Support Managers for information including any disciplinary matters.
- Provide daily leadership and direction to ensure staff can carry out all tasks delegated to them. Ensure staff are engaging with the children.
- Provide support and supervision where necessary and identify any training needs.
- Contribute to team building planning and motivation of staff.
- Maintain daily register of staff attendance of shifts: sign staff in and out via Kids Club, with relevant comments added.

- Ensure that staff fully comply with the “Staff Code of Conduct” and with club policies and procedures in line with Health and Safety. i.e., visibility jackets, uniform, child protection.
- Ensure all staff are fully informed of any children who have IEP’s or special need requirements including dietary and allergy information.

Organisation:

- Ensure stationary/resource levels are managed weekly and resource requests are handed in at the team leader meetings.
- Ensure that the storage cupboards are kept in a tidy manner and safe use of the Club’s property and equipment is maintained.
- Ensure that the windows are all locked, toilets checked, lights turned off and building secured on leaving the premises. Bins are emptied daily and waste placed in the refuse bins outside the building.
- Ensure that planning is kept up to date and implemented, displayed on the noticeboard and when requested made available to EY & Childcare Manager
- Staff must wear hi-visibility jackets/vests when escorting children to and from school.
- Carry out quarterly toy inventory.

Administration:

- Ensure Kids Club registers are completed appropriately and signed in/out by parents and staff.
- School collection must be in accordance with the daily registers.
- Ensure the whereabouts of each child before leaving school. Check with teachers and admin staff at school on the non-attendance of any child or contact parent if required.
- Advise staff daily of their specific tasks for that session & ensure these are carried out.
- Carry out a daily risk assessment/health and safety checks as per the checklist.
- Administer first aid when required & ensure First aid supplies are maintained and in date.
- Ensure that the notice board is kept up to date.
- Attend monthly team leaders meeting with the EY & Childcare Manager.
- Ensure EYFS Key workers are completing records/observations for the relevant children.
- Conduct daily risk assessment checks and communicate any relevant information to staff, these may have highlighted.

Food and Hygiene:

- Ensure there are enough snack levels daily or make an emergency purchase if necessary.
- Ensure all staff who are handling food and preparing snack wear a clean apron and have a relevant Food Hygiene Certificate
- Ensure surfaces are wiped down prior to food preparation and after.
- Ensure fridge is cleaned out at least once a week.
- Ensure all food is stored securely.
- Ensure fridge temperature is checked and recorded daily.
- Ensure all opened food such as meat and cheese are covered whilst being stored.

- Kitchen laundry to be passed to the EY & Childcare Manager on a weekly basis, to be returned the following week

Play work:

- Provide safe, creative and age-appropriate play activities.
- Plan and prepare a varied programme of weekly activities and ensure staff have specific resources to deliver the activity.
- Consult with children and staff to involve them in the activity planning.
- Ensure that the weekly activity planning file is on display for parents and staff to read/refer to.
- Provide feedback on new resources needed and maintain log of all current resources.
- Promote equal opportunities and accessibility throughout all aspects of play.
- Oversee the supervision of children whilst in the Club's care.
- Develop and display a set of mutually agreed Club rules with the children.

Measures:

- As a keyholder and Team Leader if off sick / holiday ensure appropriate arrangements for opening up / locking up have been made / your keys have been made available
- Holiday must be requested to the Early Years & Childcare Manager and will be allocated dependant of other Team Leader / Manager's availability
- Ensure you keep up to date with Safeguarding policies and procedures and ensure all staff adhere to these including being confident in What to do if you think a child is being abused
- Ensure accuracy of Kids Club registers and staff signing in to be monitored by the EY & Childcare Manager and Business Manager, as evidence of attendance.
- Timely planning of weekly activities for after school club to be discussed at the monthly Team Leader meeting-
- Evidence of planned activities taken place, photographs, children's work etc to be shown to EY & Childcare Manager.
- Extra's to be sent to the Business Manager at the end of the month for any additional work such as meetings, planning and training.
- Documentation of matters arising from daily sessions acknowledged and communicated back to EY & Childcare Manager at the monthly team leader meeting.
- Attendance at monthly team leader meeting and staff meetings.
- Evidence of completed daily Health & Safety checks, risk assessments, half termly fire drill practice and EYFS records to be shown to the EY & Childcare Manager on a monthly basis.
- Feedback will be sought from randomly chosen parents and staff as an indication of the level of support they are receiving.
- Undertake relevant training deemed necessary for personal and club development.
- Staff absence to be monitored and advised to EY & Childcare Manager daily.
- Staff Lateness to be recorded on staff register.
- Late child pickups to be monitored and advised to the office by voicemail.