



June 2025

## **JOB DESCRIPTION – EXTENDED SCHOOL CLUB COORDINATOR**

### **Purpose of the Role:**

Providing and managing the effective running of the provision across Prenton Primary School, in line with policies and procedures.

### **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 school 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.
- Administering 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
- Ordering food and resources for Club

### **PERSONNEL:**

- To work closely with the Headteacher, SLT and SBM to ensure smooth running of Prenton Primary Extended School Club 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
- To assist in the provision of effective support in relation to staffing matters e.g. recruitment, appointments, arrangements for training etc...
- To manage 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 manage staff rotas and cover.

### **PREMISES MANAGEMENT/HEALTH & SAFETY**

- To monitor the day to day maintenance, reporting of repairs and cleaning of Extended School site
- To develop appropriate monitoring procedures to ensure that the Extended School site is 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 Extended School site is maintained to a high standard
- To complete and/or update risk assessments as and when required
- Ensure staff follow guidance, in line with food preparation standards
- To carry out regular inspections to ensure resources are fit for purpose and report any issues to the caretakers.



### **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 Health and Safety and Safeguarding procedures and practices in Extended School club and their impact
- 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
- 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/club hours, to answer queries via phone/email/face to face

### **IPAL BOOKING SYSTEM**

- Creation of bookable activities (Breakfast/afterschool)
- Ensuring teaching staff know who is attending after school club by the creation of weekly registers for each class showing after school sessions and updating as needed during the week
- 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 Ipal 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.