



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Saturday Club Co-ordinator
Job Reference	705309
Service	Children's Services
Team	Saturday Club
Location	Addington School
Reports to	Short Breaks and Early Help Teams Manager
Responsible for	Team Leader and up to 15 sessional staff on a rota basis
Grade	8
Contract Type	Permanent
Hours	Part time

Main Accountabilities	
1.	To ensure that the service is compliant with the Child Care Register and ensure that policies, guidance and best practice are adhered to in relation to safeguarding and ensure that staff are aware of their responsibilities in safeguarding.
2.	To ensure that staff practice and the building comply with all legislation including health and safety, fire safety, first aid, manual handling and behaviour management. In addition, ensure that the children and young people are supported by staff who are competent in all aspects of medication management and clinical procedures. To report any potential hazards or issues to Addington School.
3.	To take immediate management action when the welfare or safety of children and young people is at risk. Ensure the communication rights of every child using the service are upheld and that there is an open culture in which the children and young people feel that they can raise issues and complaints and that they are listened to.
4.	To ensure that an anti-oppressive practice is promoted. To support the staff and children and young people with their identity, connections to their networks and communities and that the Council's Equal Opportunities is adhered to. To ensure that the staff and children and young people understand, recognise and celebrate the diversity of cultures and beliefs within the local and wider community.
5.	To attend CANMAP and offer timely responses to referrals. To complete the children and young people's allocations and plan the groups to ensure appropriate matching to other children and young people to create the most suitable group mix.





6.	To update and maintain policies, procedures and guidelines and keep up to date with changes and best practice. To transfer a variety of legislation requirements and regulations relating to care, health needs and health and safety into process, guidance and policy to ensure the service is always compliant.
7.	To complete medication training with staff to ensure they are competent in administering the children and young people's medication.
8.	To attend the children and young people's reviews and CIN meetings or submit a report to ensure consistency of care and all care paperwork is accurate and up to date.
9.	To undertake other tasks as may be required within the remit and grading of the post.

Person Specification	Essential	Desirable
Education/Qualifications	Professional qualification in (recognised and current) Level 3 in Childcare or equivalent	
Experience	Demonstratable experience of working effectively with children and young people with a disability Experience of managing or leading staff from diverse backgrounds, professional skills and life experiences, supporting their development and effective formal/informal supervision.	A good understanding of the legislative requirements and range of issues that impact on children and young people's lives.
Skills/Knowledge	Knowledge of the Childcare Register and to facilitate inspections by OFSTED. Good leadership and performance skills and the ability to direct and support a team to meet service needs.	Experience of working with a range of agencies, resolving challenges and the ability to understand a systemic approach.
Behaviours/Attributes	Ability to build and maintain relationships with children and young people and their families. Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour. Problem solving skills and the ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.	Experience of managing high risk individuals and ability to assess, respond and support staff in dealing with complex and high risk and high emotion contexts.

Purpose Details	
Service Purpose	We offer short breaks to children with a disability and their families, with a focus on individual needs ensuring a positive and enjoyable experience. Children attend once a month and access a range of both indoor and outside activities, based on their views and choices and our knowledge of their likes and dislikes. The





	service provides care for children and young people up to their 18 th birthday. Staff are trained to manage the children and young people's health needs (that do not require clinical intervention), distressed and dysregulated behaviour and communication techniques.
Role Purpose	To ensure the effective management of club and the provision of a professional, child centred service in accordance with relevant regulations, legislation, guidance, codes of practice, policies and procedures.

Supervision and Relationships	
Supervision Received	Monthly supervision with line manager.
Supervision Given	To complete regular group supervisions with staff (1:1 supervision where required)
Contacts	To liaise with social workers, short break co-ordinators, health colleagues and Addington School.

Resources/Budget Management
Some budgetary responsibilities, which includes appropriate procurement and expenditure of funds for day to day running of club purchasing necessary equipment and activities for children.

Special Requirements
To be able to travel to Addington School in Woodley and travel and work from any other location to meet the needs of the service.
To complete the staff rota to meet staffs' availability and requests and work regularly on shift with the children and young people.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No





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Frequent Display Screen Equipment Use	No
Driving for Work	No
Hand Arm Vibration	No
Lone Working	No
Healthcare/Social Contact with Patients	No
Blood Borne Viruses Exposure	No
Food Handling	Yes
Working with Animals	No
Specialised Medical Screening	No
Night Working	No
Safety Critical Work	No

Nature of the Role	Details
Healthcare or Hospital Work	No
Working with Children (under 18)	Yes
Working with Elderly/Vulnerable Adults	No
Work Environment Details	Addington School

Role Involvement	Details
Working with Children	Yes
Working with Vulnerable Adults	No
Both of the Above	No
Providing Care/Supervision for Children	Yes
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	No





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Disclosure and Barring Service (DBS)		Details
DBS Requirement	Enhanced DBS	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
Enhanced DBS check - every 3 years. DBS Update service.

Evaluation Declaration	
Date of Evaluation:	July 2026
Evaluated by:	HR Team

