**Job Description – Out of school club Leader**

Hours: 22.5 hours per week 5 days per week 7.45 – 9.00am & 3.00 – 6.15pm Term Time Only (plus 2 training days)

**Job Purpose**

* To lead the running of Pinchmill Preschool Out of School Club.
* To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children’s social, physical, intellectual, creative and emotional development through play.
* Be responsible to the Preschool Leader and to the committee.

**Job Duties**

* To ensure the provision offers a safe and stimulating play environment.
* To assist with the planning, preparing and delivery of activities, which meet children’s individual developmental needs.
* maintaining good relationships with schools
* working in partnership with the management team.
* To work face to face with the children registered with the club.
* To prepare and supervise refreshments for the children.
* To follow guidelines and procedures for Safeguarding in accordance with Pinchmill Preschool’s policies & procedures.
* a commitment to promoting equality, and recognising and respecting diversity

***This post is dependent on obtaining an DBS Check***

**Out of School Club Leader Personal Specification**

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| Essential | Desirable |
| **Education & Qualifications**  A good standard of general education  A full and relevant NVQ 3 or equivalent qualification  Recent Paediatric First Aid and Safeguarding training | Playwork Qualification |
| **Experience**  Some experience of working with children between the ages of 3 and 9 | Experience of working with school age children and an understanding of play and child development and the ability to meet children’s individual needs |
| **Aptitude**  Demonstrate a wide range of practical play work skills  Positive approach to developing own CPD |  |