

# Waterbeach After School Play Scheme

Waterbeach Playhouse, High Street, Waterbeach, Cambridge CB25 9JU  
OFSTED NO: - 221946



## Job Description After-School Club Coordinator

**Job Title:** After-School Club Coordinator

**Job Purpose:** Plan, coordinate, and deliver the after-school club sessions. Support the setting Manager in leading an effective childcare team that delivers high quality, flexible childcare services that meet the needs of the children and their families. Provide a safe and stimulating environment for children.

**Based:** Waterbeach Playhouse

**Line manager:** Setting Manager (or Deputy when applicable)

**Responsible for:** Play workers

**Working relationships:** Children attending the club and their parents or carers, WASPS staff and managers, Waterbeach Primary School, after school activity providers at Waterbeach Primary School.

### Main duties include:

- Planning, coordinating, and delivering the after-school sessions.
- Preparing the activities for the sessions, setting up of rooms, and food required for the sessions.
- Conducting all necessary risk assessments and health and safety checks for the sessions.
- Ensuring children are escorted safely from school.
- Supervising children and joining in where applicable and to build trusting relationships.
- Administering First Aid as appropriate (if qualified to do so).
- Enforcing the WASPS Club rules and setting a good example to the children.
- Tidying the rooms after the session and light cleaning duties including sweeping, mopping, hoovering, and emptying bins.
- Working in partnership with the WASPS Manager, Deputy, and staff as part of a highly motivated and professional team.
- Providing a high quality, safe, caring, and stimulating environment for the children attending WASPS, including the collection of children from school and the safe delivery of children to parents/named carers.
- Support and supervision of staff as required by the WASPS Manager.
- Attend regular staff meetings and following up on any staff-related issues or concerns.
- Developing and maintaining good communication with all members of the club,

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with the school, and with parents.

- Ensuring staff and child records, registers, and logs are properly maintained.
- Understanding the Statutory Framework for the Early Years Foundation Stage.
- Monitoring and maintaining a healthy, safe, and secure working environment.
- Carrying out any other reasonable additional duties as may be required by the WASPS Manager.

## Designated Roles

- After-School Coordinator

## Working hours:

The working hours follow the Waterbeach Primary School term time calendar. During term time, the after-school coordinator is expected to work 17.5 hours per week, with each day broken down as follows:

- 3h After-School Club (3:00pm to 6:00pm)
- 0.5h admin

During school holidays, the club may offer sessions depending on demand. The holiday club is normally offered during half terms, three days over Christmas, one week in Easter, and three weeks in summer. The holiday club opens from 8:00am to 6:00pm and you can cover part of this schedule (am shift, pm shift, or all day).

You are expected to take statutory holiday during the school holidays and when the holiday club is not running. This is usually 3 weeks in summer, 1 week in Easter, and 1 week in Christmas, in addition to all bank holidays.

## Wages:

You will be paid by the hour. The hourly rate depends on your experience and qualifications and ranges from £9.64/h to £12.77/h.

Statutory holiday pay is accrued and paid pro-rata at four intervals in the year.

## Free Childcare Place:

You will be allowed to bring one child (age 4 to 11) free of charge whilst you are working, subject to availability.

## Minimum requirements:

- NVQ Level 3 in childcare or equivalent
- Experience as a childcare practitioner
- Ability to communicate effectively
- Ability to plan and coordinate teams

## Desirable requirements:

- Ability to work under pressure
- First aid training
- Safeguarding training