



Role Title	Responsible to
Deputy Extended Services Manager	The Extended Services Manager
Salary Grade	Working Pattern
Band 4, SCP 21 - 25	21 hours per week, 52 weeks per year inclusive of 5 days INSET.
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21 hours per week, 52 weeks per year inclusive of 5 days INSET.	
Job Purpose	
To take overall responsibility for the day to day organisation of the extended care provision (After School and Holiday Provision).	
Responsibilities	
<ul style="list-style-type: none"> • Act as the Deputy Designated Safeguarding Lead for the extended school services at Templemoor. The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements and expect all staff to share this commitment. • Liase with the Manager regarding the daily running of the After School Club and Holiday Club. • Take full responsibility in the absence of the Manager. • Ensuring cupboard, fridges, tables etc. are tidy and cleaned. • Maintain a stock control of the food. • Plan and coordinate activities and games to interest and stimulate the children. • Ensure planning is consistent with EYFS requirements. Plan activities that may contribute to a child's individual learning portfolio. • Consult with children and involve them in planning activities. • Organise the space and resources to create a welcoming, relaxed and informal environment. • Meet and greet parents (ensure a positive relationship). • Note any information passed on from parents and pass onto relevant professionals. • Settle children and serve food encouraging the children to be independent or help others. • Interact with children through discussions, playing a game or simply having a conversation on a one to one basis. • Ensure a good balance between free choice of play and directed play when necessary, including the Early Years Foundation Stage. • Bring any safeguarding or behaviour concerns to the attention of the Manager, parents or relevant professionals. • Communicate any relevant news or issues to others in the team. • Line manage the team to ensure that the provision is consistent, effective and of a high standard. • To keep completely confidential any information regarding the children, their families, or 	



staff which is learned as part of the job.

- To attend regular meetings with the Manager.
- Develop and maintain good communication with all members of the club, with school, and especially with parents.
- Undertake appropriate and relevant training.
- Administer first aid when necessary.
- Ensure that the Club's Equal Opportunities policy is adhered to.

Administrative Duties:

- Ensure all records are kept updated and correct procedures re: medicines etc. are followed.
- Processing of any displays, letters, emails as and when needed.
- Liaise with school office staff and headteacher on all relevant matters and issues.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.