



SEND CHURCH OF ENGLAND PRIMARY SCHOOL

AFTER SCHOOL CLUB LEAD

Job Description & Person Specification

Role Details

Role Title	Wraparound Afterschool Club Lead (Surrey S5)
Reporting To	Deputy Headteacher/ Headteacher
Working Hours	Monday – Thursday, 3:00 PM – 5:30 PM (2 hours 30 minutes per shift)
Salary	Surrey S5: £15.21 to £16.29 per hour Actual Salary (incl. Paid Holiday): £6,646 - £7,120 per year
Contract	Permanent Term-Time Only (38 weeks per year)

Main Purpose of the Role

To oversee the safe, efficient, and purposeful running of the school's in-house Wraparound Afterschool Care club, ensuring a safe, enjoyable, and well-staffed environment for all children in Nursery to Year 6.

Key Responsibilities

Operational and Management

- Manage the daily operation of the club, ensuring a safe, welcoming, and relaxed environment.
- Supervise the Afterschool Club Assistant and delegate daily tasks effectively
- Lead the safe and swift evacuation of all children and staff during emergency drills, following school policy.
- Be responsible for site security during operating hours, including managing access and check-out procedure

Registration and Finance

- Start at 3:00 PM to prepare for the session. Check the register and cross-reference with the school office for any children booked but absent.
- Take the register as children arrive and alert the school office for any children booked but absent.
- Be responsible for ensuring all children are safely checked out on the register and collected by an authorised adult on departure.
- Inform the Finance Officer of any children collected after 5.30PM so that the late collection policy can be applied.

Child Welfare and Logistics

- Provide active supervision for children participating in varied activities, including quiet time, table

games, general activity play, role play, and outdoor play.

- From 4:30 PM, offer support or a quiet area for children who wish to engage in home learning or reading, leveraging the first collection time.
- Supervise children while they are eating their own packed snacks (no food preparation is required by the club staff).
- Ensure the safety and care of children from Nursery, including assisting with associated care needs when required.
- Oversee the tidy-up and packing away of all activities and resources to ensure the space is clean and ready for school use.
- Maintain records related to food delivery, stock levels, and any minor accidents or incidents.

Staff Perk

- The Club Lead's own children are welcome to attend the Afterschool Club at no charge

Person Specification: Wraparound Afterschool Club Lead

Criteria	Essential Criteria (Must Have)
Experience	Experience working with children of primary school age (4-11 years) in an educational, childcare, or club setting.
Safeguarding	Understanding of safeguarding principles and an ability to respond appropriately to welfare concerns.
Admin	Demonstrable experience in managing a daily register and maintaining accurate records (e.g., incident logs, attendance).
Child Welfare	Experience or willingness to assist with the care and supervision needs of Nursery-aged children.
Personal Qualities	Highly reliable, punctual (essential for a timed role), organised, calm under pressure, and possessing excellent interpersonal skills.
Criteria	Desirable Criteria (could have)
Experience	<i>Experience in leading and supervising a small team or directing others in a professional context.</i>
Admin	<i>Experience using an electronic system for register management (e.g., Arbor system).</i>
Personal Qualities	<i>A commitment to nurture principles and promoting a supportive, calm environment for children.</i>