



Pitsford School

Job Description

Job Title:	Breakfast & After School Club Co-Ordinator	
Responsible to:	Head of Junior School	
Salary:	£23,986 FTE	£5,862.83 (Actual)
Hours:	11.25 hours per week (Monday to Friday 7.15am to 8.45am and 5.30pm to 6.15pm plus 2 hours' administration, hours to be agreed)	
Working Weeks:	34 weeks per year (Term Time)	
Start Date:	September 2024	

JOB PURPOSE

Pitsford School is a co-educational independent school for pupils aged 3 – 18 years old. The school offers a very attractive working environment based in delightful rural parkland setting of some 30 acres close to Northampton centre.

Under the overall direction of the Headmaster but line-managed by the Head of the Junior School, the post holder's responsibilities are:

- To ensure the smooth running of the Breakfast and After School Club provision, providing high quality child care ensuring compliance with policies and procedures.
- To provide a healthy breakfast and tea and varied activities for pupils to enjoy in a relaxed and calm environment.

KEY RESPONSIBILITIES

- To lead and motivate the Breakfast and After School Club team to deliver high quality creative play opportunities in a safe and caring environment
- Be responsible for the supervision of the pupils and the planning and co-ordination of play workers, equipment and materials to provide a safe, appropriate and stimulating environment
- To liaise with parents in an approachable and professional manner
- To ensure the set up and clearing away the space paying full regard to Health & Safety, leaving the room clear and clean for other purposes
- To supervise the preparation of food and drinks for the pupils and supervise them whilst eating
- To maintain the healthy eating policy and keep abreast of all new information

Headmaster: Dr C Walker

Pitsford Hall, Pitsford, Northamptonshire, NN6 9AX

Tel: 01604 880306 Fax: 01604 882212 e-mail: office@pitsfordschool.com

Registered Charity No: 298910 Company No: 2281187

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- To record attendance on a daily register and complete all relevant administrative paperwork and ensure accurate records are maintained to include: Risk Assessments; Pupil information; Booking forms; Permission forms etc
- Make a positive contribution to the School, i.e. attending meetings and undertaking other mutual tasks (within reason) as delegated by the Head of the Junior School and the Headmaster

GENERAL RESPONSIBILITIES

- The role involves some evening and occasional weekend work; for example, Open Days take place on Saturdays
- Ensure that the School's health and safety and behaviour policy and other guidelines that may be issued from time to time are adhered to
- To attend any relevant training courses as identified and agreed
- To undertake any other duties as requested by the Headmaster, these duties may change from time to time without changing their general character or level of responsibility to ensure the smooth and efficient running of the school

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	Good level of education, to include at least Grade C or above in English and Maths NVQ Level 3 in Childcare or equivalent	Play work Qualification Food Hygiene Certificate
Experience and Knowledge	Good knowledge of a healthy food provision to include an understanding of special dietary requirements	Experience of working within in a School environment
Ability and Skills	First rate interpersonal skills with the ability to communicate (visually, verbally and written) with clarity, empathy and enthusiasm	Good IT skills and familiar with relevant packages
	Hard working, resilient and proactive with a sense of humour	
	The ability to prioritise, multi-task and manage your own workload	

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	Able to work with children, supervise them effectively in groups and respond to individual needs	
	Good organisational skills and to be able to work as part of a team as well as on your own	
Attributes	To be reliable and friendly, adaptable and flexible, have a positive approach to achieve the aims of the School	
	To have empathy, care, understanding the importance of mindfulness, wellbeing and resilience	
Health and safety	The post holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff	
Safeguarding	In addition to the normal pre-employment checks, the post holder will be required to undertake an enhanced Disclosure & Barring Service (DBS) check	

Pitsford School operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute.

