



Academy Club Coordinator

Salary	<p>Band F SCP 12-17 FTE £27,711 - £30,060 32.5 Hours per week (during term time), 52 week contract. Available for all holiday clubs scheduled to take place outside of term time.</p> <p>Hours of work during term time 7.30 – 9.00 am Monday to Friday 3.00 – 6.00 pm Monday to Friday Plus 5 hours for planning and preparation during term time</p> <p>Holiday club hours vary</p> <p>Requirements for the role: Holidays must be taken during the Christmas shut down and the final two weeks of August. The remaining can be requested as and when during the 52 week contract.</p> <p>Fixed Term until 31st August 2025</p>
Location	Co-op Academy Woodslee
Reports to	Headteacher and members of Senior Leadership Team
Responsible for	Playworkers

Purpose of role:

To oversee a breakfast and after school club at Co-op Academy Woodslee.

To oversee a holiday club during the school holidays offering affordable, quality wrap around childcare for children from the term before their third birthday until they leave Co-op Academy Woodslee.

Key accountabilities (and specific duties / responsibilities):

Working with a team of playworkers, the postholder will:



Be responsible for the efficient day to day running of the breakfast and after school club and overall delivery of a high quality service provision both during term time and school holidays.

Liaise with the appropriate academy colleagues and parents/carers to ensure that the needs of the children who attend are met.

To provide line management to a team of play workers, inducting new colleagues, directing workload and supervising their activities.

Ensure that care, play opportunities and activities are provided in a homely, nurturing and safe environment, appropriate to the individual development needs of the children.

To oversee the day to day administration and records of attendance including staff and pupil attendance and where applicable, absence.

Monitor and evaluate the quality of the service with the Senior Leadership Team.

To oversee the planning and organisation of the holiday play scheme for disadvantaged children in Wirral using HAF funding.

To ensure that adequate standards of safety and hygiene are maintained throughout the Before & Afterschool club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.

To make a positive contribution to the wider life and ethos of the Academy and the Trust (including keeping displays/working walls for Before & Afterschool club up to date and of a high standard).

Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support and deploying support colleagues in a playworker role effectively.

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Be inclusive and ensure all pupils have equal access to opportunities to learn and develop.

Participate in training and attend other learning activities and performance development as required.

To carry out any other duties as deemed by the Headteacher which will be seen to enhance the work of the school's extended day services.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Appropriate qualifications and experience in childcare/playwork or equivalent • GCSE Maths and English Grade C/4 and above, or equivalent • First Aid qualification • Food hygiene qualification 	E E D D	AI AI AI AI
Experience <ul style="list-style-type: none"> • Recent experience of working with children of pre-school and school age • Relevant supervisory experience • Competent or willingness to learn Arbor and in using computer systems including Google docs, Gmail, and Microsoft Word and Publisher • Experience of dealing with and resolving unexpected problems • Experience of maintaining and updating record systems/databases • Experience of working to set deadlines • Managing budgets and stock control • Experience working within a school setting 	E E D D E E E D D	AI AI AI AI AI AI AI AI AI
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Commitment to safeguarding, child protection policy and welfare of all pupils in their care • Effective and systematic behaviour management, with an understanding of trauma informed practice 	E D E E	AI AI AI AI



<ul style="list-style-type: none"> • Knowledge of the Holiday activity Fund • Ability to manage staffing rotas. • Ability to deliver fun, engaging, safe and age-appropriate children’s club activities and deploy colleagues • Knowledge of the Co-op Academies Trust and our Ways of Being • Ability to effectively communicate with team, parents, colleagues and children 	<p>D</p> <p>E</p> <p>E</p>	<p>AI</p> <p>AI</p> <p>AI</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to develop and maintain good relationships with colleagues, parents, pupils, governors and the wider community • Commitment to own professional development and a reflective practitioner • Moral purpose (equality, children and adults treated with respect) • Use of initiative • All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. <p>Must include qualities relating to the safeguarding of children;</p> <ul style="list-style-type: none"> • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children. • Emotional resilience in dealing with challenging behaviour. • Attitudes to use of authority and maintaining discipline. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from



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individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.