



Job Description

Girton Glebe Primary School – After School Club and Enrichment Co-ordinator

Hours: Monday to Thursday 12.15pm-4.30pm, (17 hours per week) term time only.

Scale Point 21: £10.44 per hour

Responsible to: Office Manager

Purpose or function of the job:

To assist in the management of an effective and efficient administrative office in an education establishment.

Extra-Curricular Club Co-ordination

- To decide on the range of extra-curricular clubs to be offered each term by renewing existing contracts and seeking out new club providers.
- To organise logistics for club provision including contracts for club providers, timetabling and room allocations.
- To communicate to parents the range of clubs on offer.
- To allocate clubs fairly using a computerised system and communicate allocations to parents.
- To handle finances related to extra curricular club attendance including ensuring club providers issue invoices, issuing invoices to parents, recording monies received, ensuring after school club budgets are balanced and compiling accounts that itemise expenditure.
- To make arrangements in the event of a club leader cancelling or arriving late.

Enrichment Co-ordination

- To work alongside teachers to organise school trips and visits.
- To book venues and transport as required.
- To calculate trip costings.
- To communicate trip details with parents using Parentmail system.
- To collect money and chase late payments.
- To organise sufficient parent helpers in accordance with required ratios.
- To ensure risk assessments are completed in advance.
- To advertise events happening in the local area that may of interest to children and families.

Maintaining Personnel Records

- To assist the Office Manager with identification verification for new staff members, club providers and volunteers.
- To allocate volunteers/parent helpers/student helpers to classes.

General Office Duties

- To provide the school with a first point of contact for all visitors/telephone callers to the school, responding to enquiries where possible or referring to the appropriate member of staff as required.
- To provide general office skills including photocopying, filing, receipt/distribution of post.
- To receive and pass on messages accurately as required.
- To undertake other appropriate clerical duties to assist the Office Manager and other staff.
- To administer minor first aid to pupils and adults.
- Other minor and/or non-recurring duties, appropriate to the post, as may be directed.

Lunchtime Supervision Duties

- To administer minor first aid to pupils.
- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Girton Glebe Primary School is committed to safeguarding, including the Prevent agenda, and promoting the welfare of children and young people. We follow Safer Recruitment practices, which include, but are not limited to, applying for an enhanced DBS check, right to work in the UK and qualifications check, satisfactory references and medical clearance for all newly appointed staff.