

Clubs & Activities Co-ordinator

Job Description

Purpose

The Clubs and Activities Co-ordinator is responsible to the Principal for creating an exciting and varied clubs and holiday activities programme which is in line with the school's ethos and aims.

You will play a fundamental role in developing children that are 'All Rounders' using the skills of Knightsbridge School staff and external providers to offer opportunities for our children's interests to shine.

This is a great opportunity for an imaginative and well organised individual who may be looking for something a bit different and is up for a challenge!

Duties

ADMINISTRATION

- Produce a timetable for clubs that runs alongside the school curriculum and has minimal impact on the day to day running of the school;
- to assign competent people to lead or otherwise supervise a club;
- to use the Management Information System to input all club's data for registers and timetables;
- collate staff club timesheets termly for the Bursar;
- Check external providers invoices and submit to the Bursar for payment
- to work directly with the admin team to make sure the calendar is correct and there are no clashes;
- maintain an up to date clubs policy and other relevant documentation;
- contribute to the school development plan as required;
- ensure there are appropriate waiting areas for children before clubs;
- liaise with the catering team regarding catering requirements for clubs;
- ensure all clubs providers and assistants are aware of allergies;
- Relocate clubs due to any last minute changes for example wet weather;
- Ensure appropriate logistics for clubs requiring transport;
- Notify clubs leads of any children who may require additional support in line with the Special Educational Needs (SEN) Code of Practice.
- Organise an exciting Leadership Week for years 1 – 8;
- Develop the holiday camp programme
- Build relationships with local schools exploring options to share space and resources
- Oversee the preparation procedures for all educational visits, advising the group leader as required, making staff aware of the detail of all proposed visits and events;
- Ensure Health and Safety procedures, including Risk Assessments and Emergency Procedures are rigorously formulated and applied;
- Ensure that **curriculum** is provided for all clubs and displayed on the VLE/provided to the SLT;
- Analyse clubs provision and uptake for the Head/Deputy Head as required for the SEF.

SECURITY & SAFETY CHECKS

- To confirm that adequate risk assessments have been carried out and ratio requirements are

met;

- Ensure all external providers comply with safer recruitment legislation, this includes but is not limited to a valid police check;
- Organise safeguarding and health and safety training for all new external clubs providers;
- Ensure that the school's management of behaviour and other relevant policies are able to be transferred onsite/off site successfully and are consistently used.

COMMUNICATION

- Make sure regular feedback is communicated between external providers, club assistants, parents and children;
- Liaise with the Heads of Section to ensure that the clubs are linked to the children's record of achievement and the KS Endeavour award;
- Meet frequently with the Principal, School Secretary and Deputy Head to ensure that all parties are kept informed with regards to changes to clubs;
- Ensure the VLE and Website are up to date with clubs information;
- to ensure that liaison with parents and obtaining consent are effective where necessary;
- Ensure clubs providers create outlines for clubs.

PROFESSIONAL REQUIREMENTS, STANDARDS & QUALITY ASSURANCE

- Support the aims, ethos and purpose of the school and ensure the school achieves these effectively by providing a positive contribution towards them individually and as part of a team;
- Attend and contribute purposefully to the life of the school through effective participation in morning briefings, Staff Meetings, departmental meetings, regular staff meetings and through the use of the management systems necessary to coordinate the management of the school;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Have good spoken and written communication skills;
- Operate at all times within the stated policies and practices of the school;
- Build effective and professional working relationships with children, staff, parents and visitors;
- Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;