



Job Description: Before School Childcare Service Supervisor

Pay/Hours: KR3 – Monday to Friday 7:35am to 8:35am (Term Time only)

Responsible to: Senior Leadership Team

Purpose of the Job:

- To be responsible for the development and daily management of the Before School Childcare Service providing a safe, caring and stimulating environment for children.
- To assist in planning a programme of events for Before School Childcare Service with appropriate Risk Assessments to ensure the highest possible standard of health and safety for the children.
- To supervise and care for the children.
- To maintain medical information needs for all children attending Before School Childcare Service.
- To attend meetings, maintain training and updates.

Key duties and responsibilities:

1. Undertake the daily supervision of the Before School Childcare Service, developing and maintaining high standards throughout to ensure the welfare of the children.
2. Assist with the planning of the weekly and daily activities to ensure children's needs are met, catering for children of all age groups.
3. Work with other staff to maintain the Before School Childcare Service to an agreed standard of cleanliness and hygiene, before, during and at the end of each session.
4. To inform the school safeguarding team of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
5. To ensure that all children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds.
6. To ensure that records, including the children's, families, staffing, registers, health and safety, sickness etc. are confidentially maintained in order to ensure effective storage and retrieval of information.
7. Develop and maintain relationships with the children's parents and carers.
8. Participate in the school's appraisal system of own performance.
9. Attend training days and meetings as relevant to the role.
10. Undertake any other duties as may be reasonably required by the Headteacher and SLT.

All staff responsibilities:

- Comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

Example overview of a running of a session:

- Receive children from their parents in to Before School Childcare Service.
- Register Pupils.
- Supervise and purposefully play with children in designated room.
- 8:25am – 8:30am supervise children to clear away and tidy, finalise cleaning after children have left.
- 8:30am – 8:35am hand over children to Class Teaching Assistants to start their school day.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Person Specification: Before School Childcare Service

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • First Aid qualification (Paediatric and At Work). • Safeguarding training.
EXPERIENCE	<ul style="list-style-type: none"> • At least 2 years of experience working with children in an educational or childcare setting. • Experience of planning and evaluating activities.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Have the ability and experience to deal positively with children. • Have the ability to manage behaviour effectively. • Have the ability to recognise and deal with emergency situations. • Have the ability to plan and co-ordinate stimulating activities across a wide age range. • Knowledge of safeguarding within a childcare setting.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to travel to work. • Ability to establish and develop positive relationships throughout the school. • Ability to support and motivate colleagues. • Committed to working as part of the school team and support its visions and aims. • Flexible and positive.