**Job Description**: Wraparound Club Supervisor

**Responsible to**: Line Manager

**Grade**: Kent Range 3

**Purpose of the Job:**

To work with the Headteacher in creating, inspiring and embodying the ethos and culture of East Farleigh Primary school, ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.

To ensure the smooth running of club procedures, to ensure a high-quality provision of a healthy breakfast/afterschool snacks and varied activities for pupils to enjoy in a purposeful and calm environment at the start and/or end of the school day.

**Key duties and responsibilities**:

* To maintain the healthy eating policy and keep updated with any new information
* To safeguard children and ensure and promote their health & safety
* Ensure purchasing of food etc. & stock control, ensuring cupboard, fridges etc. are cleaned and well-organised
* Set up area before children arrive pack away at end of session (ensuring area is cleaned after each session)
* Plan and coordinate activities and games to interest and stimulate the children
* Organise the space and resources to create a welcoming, relaxed and informal environment
* Meet and greet parents/carers and children as they arrive (ensure a positive relationship with both)
* Note any information passed on from parents and pass onto relevant staff
* Settle children and serve breakfast encouraging the children to be independent or help others
* Interact with children, discussions, playing a game or simply having a conversation on a one-to-one basis
* Monitor behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant staff)
* Ensure there is a good standard of behaviour in line with the school’s behaviour policy

**Administrative Duties**

* Record attendance on daily register (including time of arrival)
* Maintain weekly attendance register and any other required administrative paperwork
* Keep records re: payments as per amounts due and completing amounts due slips and distribute - liaise closely with school administration staff and SBM
* Ensure all records are kept updated and correct procedures re: medicines etc. are followed
* Liaise with school SBM and Headteacher on all relevant matters and issues.
* Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the School Business Manager or Headteacher.

**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:** Breakfast Club Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical skills.  First Aid qualification would be an advantage. |
| **EXPERIENCE** | Previous experienced of working with children. |
| **SKILLS AND ABILITIES** | Numeracy and literacy skills  Basic IT skills  Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible  *Ability to communicate positively with pupils e.g. to oversee play activities.*  *Ability to recognise and deal with emergency situations.*  *Will need to be able to handle small sums of cash.*  *May require knowledge to enable the post holder be responsible for the safe use of equipment.* |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality  Knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable. |