

Job Description & Person Specification

BASC Supervisor



Job Details

Salary: Kent Range 5

Hours: 22.5 hours per week; term-time (7.15am to 8.45am; 3pm to 6pm)

Contract Type: Permanent

Reporting to: School Business Manager

School Business Manager

BASC Supervisor

BASC
Assistant

BASC Deputy
Manager

BASC
Assistant

Main Purpose of the Job

To be responsible for the development and daily management of the Bridge Bees providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

To develop, implement and review the policies, procedures and practices within Bridge Bees.

Main Duties & Accountabilities

- Undertake the daily supervision of the Bridge Bees Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Develop activities to ensure the National Standards and out of school play values are met at all times and take a key role in suitably equipping the Bridge Bees Club in order to provide a stimulating environment for the children.
- Maintain the club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff and be responsible for all Health and Safety matters to ensure the well-being of all those who use and work in the club.
- Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the club ensuring compliance with legislation and KCC framework.
- Develop, monitor and implement daily planning, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of club staff in order that appropriate staff are appointed.
- Monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and maintain accurate and confidential financial records ensuring that KCC's financial procedures are adhered to and expenditure and income are kept within budget.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- Act as the Designated Safeguarding Lead working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that KCC guidelines for Child Protection are adhered to.

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding.
- Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum of NVQ Level 3 qualification or equivalent in Playwork development (desirable)• Paediatric First Aid Certificate or willingness to obtain (essential)
EXPERIENCE	<ul style="list-style-type: none">• Minimum of 2 years supervisory or management experience in a childcare setting (desirable)• Experience of looking after and/or supporting the development of children aged between 4 and 11 an advantage.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to be able to exchange of information with other staff. Interaction with pupils to ascertain needs.• Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality