**Sheldwich Primary School**

**Little Hedgehogs Pre-School**

**JOB DESCRIPTION**

**After School Club Supervisor**

|  |  |
| --- | --- |
| Name |  |
| Salary scale | KR3 |
| Line Manager | School Business Manager |

|  |
| --- |
| **Purpose of the Job** |
| To support the After School Club Managers in the development and daily management of the After School Club 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 deputise for the After School Club Manager as required. |
| **Key Duties and Responsibilities (all or some will apply to your role)** |
| * Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout * Supervise activities and the safe escorting of children to ensure their wellbeing at all times * Assist the Managers in maintaining the After School Club to an agreed standard of cleanliness and hygiene during each session * Be involved in ensuring the After School Club is suitably equipped in order to provide a stimulating environment for the children * Assist with serving healthy meals/snacks in order to promote healthy eating * Ensure policies are being adhered to at all times * Any other tasks as directed by headteacher which fall within the purview of the post |
| *This job description may be amended at any time after discussions with you, but in any case will be reviewed during your annual Performance Management.*  Signed: …………………………………………………………..………………… Employee  Signed: ………………………………………………………………………..……. Headteacher  Date: …………………………………………. |

|  |  |
| --- | --- |
| **PERSON SPECIFICATION – After School Club Manager KR4** | |
|  | **CRITERIA** |
| **QUALIFICATIONS** | Good education with oral and literacy skills  Paediatric First Aid Certificate or willingness to obtain.  Level 2 Food Hygiene certificate or willingness to obtain. |
| **EXPERIENCE** | Relevant experience of working with children |
| **SKILLS AND ABILITIES** | Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly  Basic IT skills |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |