

KENT COUNTY COUNCIL

Job Title: After School Club Supervisor

Reports to: After School Club Manager

Location: Victoria Road Primary School

Date: May 2025

Current Grade: KS A

1. PURPOSE OF JOB

To support in the development and daily management of the After School Club, providing a safe, caring, and stimulating environment for children.

To assist in organising a daily routine that meets the emotional, social, physical, and intellectual needs of the children.

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

2. DIMENSIONS

No. of Children: up to 16

3. PRINCIPAL ACCOUNTABILITIES

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout. To contribute towards the smooth running of the club.
- To adhere to policies and procedures within the After School Club to provide a consistent service and ensure the well-being and safeguarding of the children at all times.
- Maintain the After School 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.
- To plan, stimulating and enjoyable activities to ensure the children have access to appropriate play activities to support their varying needs and take a key role in suitably equipping the After School Club to provide a stimulating environment for the children.
- Prepare a snack or 'light tea' for the children that promotes healthy eating and ensure that children, whilst in the Out of School Club, have access to appropriate activities to support their physical, emotional, social, and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the schools Equal Opportunities Policy.

4. NECESSARY EXPERIENCE

- A relevant qualification in Child Care is desirable but not compulsory.
- Experience in working with children is desirable.
- A willingness to obtain necessary First Aid training and any other training that may be required to ensure own personal and professional development.
- Excellent communication skills to foster positive relationships with children and their parents or caregivers.

5. SCOPE FOR IMPACT

The After School Club Supervisors work with the After School Club Manager to ensure that the club runs smoothly and high standards are maintained throughout.

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