

- Develop, monitor and implement an Operational Plan, 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 Out of School Club staff in order that appropriate staff are appointed.
- Administer, 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 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, ensuring that the Out of School Club's Equal Opportunities Policy is adhered to.
- Act as the Child Protection Co-ordinator 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.

4. NECESSARY EXPERIENCE

- Minimum of NVQ Level 3 qualification or equivalent in Playwork development.
- Paediatric First Aid Certificate or willingness to obtain.
- Minimum of 2 years supervisory or management experience in a childcare setting.
- Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.
- Experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

5. SCOPE FOR IMPACT

The Out of School Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way.

The safe and stimulating play environment of the Out of School Club depends on the management skills of the Out of School Club Supervisor who needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and is compliant with legislation and KCC's framework.

The Supervisor will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards

are maintained in the club and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

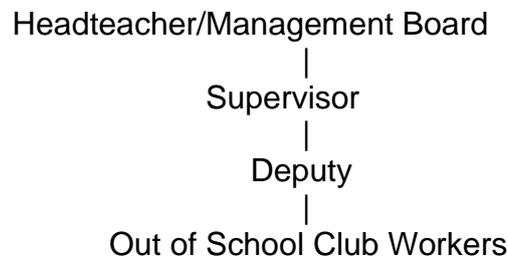
6. JOB CONTEXT

The Out of School Club Supervisor will be expected to direct and supervise the Out of School Club staff.

The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

The post holder must have an extensive awareness of the Out of School Play Values and National Standards for Out of School Care. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

7. ORGANISATION (not Line Management responsibilities)



8. CHANGE STATEMENT

As a result of the Government’s initiative “School Workforce Reform” and the National Agreement “Raising Standards – Tackling Workloads” new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Out of School Club Supervisor is one of these.