



**Chartham Primary School  
Children Families and Education Directorate**

**Job Description**

**Job Title:** Out of School Club Supervisor  
**Directorate:** Education  
**Grade:** KR5 (£18,704-£20,121 pro rata)  
**Contract:** Permanent

**Responsible to:** Headteacher/Deputy Headteacher

**Job Summary:**

To be responsible for the development and daily management of the Out of 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 develop, implement and review the policies, procedures and practices within the Out of School Club.

The applicant will have a flexible approach, a sound values base and be able to work effectively in a team as well as independently and have a commitment to equal opportunities, good time management and organisational skills, which will include good record keeping skills Excellent communication skills are required.

**Duties and Responsibilities**

- Undertake the daily supervision of the Out of School 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 and implement weekly and termly planning 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 Out of School Club in order to provide a stimulating environment for the children.
- Maintain the Out of 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 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 Out of School Club ensuring compliance with legislation and KCC framework.
- 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. Manage the Out of School Club fee spreadsheet to ensure timely payment by parents/carers.
- 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.
- Liaison with parents/carers daily to ensure that they are well-informed and receive communications accordingly in line with the ethos of the Out of School Club.
- 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.

### **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.

### **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.

**PERSON SPECIFICATION:****Out of School Club Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Minimum of NVQ Level 3 qualification or equivalent in Playwork development.</li> <li>- Good basic education with competency in literacy and numeracy.</li> <li>- GCSE/CSE English &amp; Maths</li> <li>- Willingness to undertake further training particularly in relation to Child Protection/Safeguarding.</li> <li>- Paediatric First Aid Certificate or willingness to obtain.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of 2 years' supervisory or management experience in a childcare setting.</li> <li>- Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.</li> </ul>
<b>Experience and Attainments</b>	<ul style="list-style-type: none"> <li>- Experience and understanding of multi-agency and partnership working.</li> <li>Experience of using technology (computer, video, photocopier), specifically Excel.</li> <li>-</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>- Excellent communication, listening and observation skills.</li> <li>- Ability to deal with difficult/sensitive situations</li> <li>- Ability to handle confidential information.</li> <li>- Organisational abilities and accurate record keeping skills.</li> <li>- Excellent inter-personal skills.</li> <li>- Ability to line manage and supervise a small team.</li> </ul>	<ul style="list-style-type: none"> <li>- Willingness to attend meetings.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Sound knowledge and understanding of child growth and development.</li> <li>- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Ability to empathise, keep calm, patient, humility.</li> <li>- Creative.</li> <li>- Flexibility.</li> </ul>	<ul style="list-style-type: none"> <li>- Forward-thinking and innovative.</li> </ul>