**After School Club Supervisor – Job Description & Person Specification**

# Job details

Job title: After School Club Supervisor

**Salary**: KR3 (FTE equivalent – £18,039 p/a)

Contract type: Part Time (16 hours p/w) Permanent Contract

Reporting to: Head Teacher

Responsible for: After School Provision

**Main Roles and Responsibilities**

* To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe and stimulating environment
* To be responsible for implementing Safeguarding and Health and Safety policies and procedures
* To lead in the development of independent social skills
* To undertake duties such a preparing snacks, cleaning club room and toys, reporting any damages and tidying up etc.
* To communicate effectively with parents
* To liaise with parents to enable the effective operation of after-school provision
* To administer basic/paediatric first aid where appropriately trained
* To assist in the specific medical/care needs of pupils when specific training has been undertaken
* To take care for their own and other people’s health and safety.
* To maintain registers of attendance/absence and other child records
* To record and manage income and attendance fees.
* To assist in marketing and promotion
* Maintaining stock and ordering supplies
* To ensure confidentiality is maintained where appropriate
* To follow safeguarding policies and procedures at all times

**Wider School Responsibilities**

* To follow school policy and procedure in all matters of reporting issues relating to behaviour and safeguarding.
* To effectively communicate with parents regarding children’s well-being and ensure parents are well informed of events.
* The post holder 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.
* The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.
* To take part in Downsview Community Primary School’s annual appraisal cycle.

# Person specification

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| criteria | qualities |
| **Experience** | * Experience of working with or caring for children of relevant age * Experience of undertaking administrative tasks |
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| **Knowledge/ Skills/ Abilities** | * Ability to relate well to children * Ability to keep records and undertake necessary administration * Ability to work as part of a team * Ability to manage resources * Good communication skills (oral and written) * Good numeracy and literacy skills * Ability to maintain confidentiality * Basic knowledge of first aid/ willingness to undertake first aid training * Ability to make effective use of ICT (e.g. Word, Excel) * Flexible attitude to work * Knowledge of safeguarding requirements * Knowledge of Early Years Foundation Stage |
| **Personal** | * Commitment to Equality and Diversity * Commitment to Health and Safety |