

Job Description

1. Job Title: 3.30 Club Supervisor.

2. Reports to: Head Teacher

3. Date: September 2019

Job Purpose: To Supervise and co-ordinate the After School club for children 2 – 11 years and to ensure staff, children and parents needs are met, by ensuring all OFSTED regulations are maintained.

5. Accountabilities: Play workers

Main duties and responsibilities:

Delivering After School Provision:

- To lead the day to day management and organisation of the After-School Club
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- Liaise with the school with regard to the needs of the children who attend the club
- To liaise with parents to encourage parental involvement and support of the After School Club

Management and Administration:

- Uphold, implement and regularly review all policies and procedures of the group in partnership with the staff team and the school.
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school's office to ensure rigid financial control of the budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
- Liaise with the school office to administer bookings and collection of fees, ensuring that any money transactions are handled and documented as directed by the school's administrator.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- To effectively manage the occupancy levels of the After School Club;
- Develop professional working relationships with the school staff

- With support from the Headteacher monitor and evaluate the quality of the service.
- To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection and safeguarding policy.
- To carry out any other duties which will be seen to enhance the work of the school's extended day services.

Person Specification

Requirement	Essential or Desirable?	How Assessed?
Qualifications / Education / Training: <ul style="list-style-type: none"> • NVQ Level 3 in Playwork [<i>Childcare</i>] • First Aid & Food Hygiene • Child protection training 	Essential Essential Essential	Via application form & Certificate presentation
Experience: <ul style="list-style-type: none"> • Experience of working with children aged 2 – 11yrs. • Experience of managing and leading a team. • Experience of dealing with parents and customers. 	Essential Desirable Essential	Via application form and interview
Knowledge: <ul style="list-style-type: none"> • Knowledge of Ofsted and the Early Years Foundation Stage Welfare Requirements • Knowledge of the play work industry 	Essential Essential	Via application form and interview
Skills & Competencies: <ul style="list-style-type: none"> • Excellent communication skills, particularly able to communicate with children and parents • Ability to work under pressure and react to a changing environment • Strong prioritisation skills and ability to manage own workload and time sufficiently • Ability to work flexibly to run/cover activities • Team player • Ability to negotiate 	Essential Essential Essential Essential Essential Desirable	Via application form and interview
Personal Attributes: <ul style="list-style-type: none"> • Self-motivated • Ability to make decisions and use own initiative • Creative and motivated to organise and run stimulating children's activities • Prepared to learn new skills 	Essential Essential Essential Essential	Via application form and interview

<ul style="list-style-type: none"> Ability to work within our schools Christian ethos 		
<p>Other:</p> <ul style="list-style-type: none"> Ability to use Microsoft Word, Excel and Outlook 	Desirable	Via application form and interview