



JOB DESCRIPTION

NAME:

JOB TITLE: After School Club Supervisor

SCHOOL: St Margaret's Academy

RESPONSIBLE TO: Headteacher, Deputy Headteacher, Business Manager

The following is an outline of the range of duties that can be expected of the After School Club Supervisor. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level or responsibility entailed. It may be altered to meet individual roles and responsibilities

Purpose of job:

The day-to-day organisation and operation of the After School Club

Main duties:

- Providing safe, fun and creative appropriate opportunities, preparing activities, organising the programme etc.
- Set up the After School Club area by 3.20pm in readiness to meet and greet the children, providing full care when the school day finishes, until their collection on or before 5.45 p.m. Clear and tidy the area in readiness for the following day's school activities, leaving at 6.00 p.m.
- To ensure that the arrival and departure of the children is properly recorded. Remain with children if not collected on time, contacting parents to inform of late collection and report to SLT
- Leading and managing the team of after school staff. Planning of rotas etc
- Administering first aid as appropriate and recording on Medical Tracker
- Clean up after spillage of water, food or sickness and bodily fluids.
- Carrying out day to day record keeping, and administration of the club, ensuring confidentiality and data protection of the children, their families and members of staff
- Ordering of materials and equipment.
- Initiating close liaison with parents, school and other childcare and play related agencies
- Attending staff meetings as appropriate.
- Carrying out all responsibilities within an equal opportunities framework.
- Working within and promoting the policies and ethos of the school.
- To have an understanding of the National Standards and the ability to meet them.

- Maintain a standard of cleanliness and hygiene, in able to provide healthy nutritious snacks taking into account special dietary needs and food related customs and allergies.
- To be a proactive member of the school team participating positively and professionally.
- To attend relevant continued professional development.
- To take part in performance management.

Commitment to Safeguarding Children

- Be responsible for safeguarding and promoting the welfare of children including online safety
- Treat children fairly and with respect at all times.
- Understand school policy and procedures for Child Protection.
- Understand the signs and symptoms of abuse by attending relevant courses.
- Report all concerns to the Designated Safeguarding Lead or Headteacher.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Carry out risk assessments where necessary prior to activities.
- Promote learning opportunities that raise pupil awareness of how to keep safe.

St Margaret's School

After School Club Supervisor

Person specification:

Essential criteria

Experience of working with 4-11 year olds
 An understanding of good quality childcare
 A commitment to equal opportunities
 Ability to provide and facilitate safe, creative play
 Ability to communicate at all levels
 Ability to lead and manage a team
 Ability to meet children's individual needs
 Ability to work under own initiative
 Ability to use judgement and common sense
 An appropriate childcare qualification (The National standards advise a level 3 qualification)

