Job Desciption

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Post: | After School Club Supervisor |
| Responsible to: | The Governing Body and Headteacher of School. |

Purpose of the Post

To develop and carry out effective and efficient leadership of the by providing an interesting and stimulating environment to ensure that the provision of child care for children between the ages of 4 and 11 years who attend the club meets the requirements of the Childrens Act 1990 and within the agreed policies of the club ensuring that equal opportunities polices are adhered to.

Main Responsibilities of the post

1. To be responsible for the day to day organisation of the and provide an interesting and stimulating environment by organising resources purposefully in a safe and caring environment.
2. To provide full care of the children including collection of children from the infant school and the delivery of children to parent/guardian.
3. Maintain control and discipline and provide safe, creative and appropriate play activities.
4. Administer first aid as appropriate
5. To be involved in the recruitment and selection of staff employed in the Club
6. To manage and lead a team of play workers, ensuring that the there is an appropriate level of staffing at all times. Allocating tasks and programming work ensuring that records are kept of hours worked in order to inform the Administration Manager in a timely fashion to ensure that the correct remuneration is made.
7. Purchase equipment and materials within an agreed budget and ensure that the Club receives value for money
8. Ensure that the fabric of the building and the equipment used by the club are safe and secure reporting any defects to the Administration Manager at the school to ensure that remedial action can be taken.
9. Develop and foster good relationships between the Club, the parents, the school and other childcare and play related agencies attending meetings as required.

This job description may, from time to time be subject to modification or amendment in consultation with the holder of the post and other relevant parties.