



**COLDFALL PRIMARY SCHOOL**

Coldfall Avenue  
London N10 1HS

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**Head Teacher:** Mr Ewan Marshall

## **After School Club Supervisor – Job description**

**Salary:** £11,138 per annum (£28,617 full time equivalent)

**Working Hours:** 3pm-6pm, 15 hours per week during term time

**Reporting to:** School Business Manager

**What we offer:** Onsite parking, opportunity to work in the school holiday camps if desired, a supportive and inclusive working environment. We have regular staff socials including bingo nights, summer and Christmas parties.

***Core aim: To manage the extended day after school provision providing a range of rewarding activities for children, ensuring their safety, well-being and all round development.***

### **Key duties:**

- To be responsible for the day to day running of the After School club
- To line manage After School club staff, managing their attendance and providing guidance and support
- To order supplies, resources and food as required within a prescribed budget
- Meet and greet parents & children as they collect their children (ensure a positive relationship with both).
- To ensure children register each day and are collected and signed out appropriately, keeping close liaison with parents.
- To ensure high standards of courtesy and behaviour are adhered to by all children and staff in line with school behaviour policy
- To ensure a wide range of interesting activities are provided for the children, and staff play appropriately with them
- Set up area before children arrive and, with other After School club staff, pack away at end of session (ensuring kitchen area is cleaned after each session).
- Record attendance on daily register.
- To ensure first aid is administered in line with school policy
- To keep all relevant paperwork, including medical and dietary needs, up to date

- To lead a monthly team meeting to ensure high expectations are maintained and staff are kept appraised of all relevant information (e.g. including medical and dietary needs of children)
- To report termly to the Governing body and Head Teacher on the working of the clubs.
- To undertake any duties as assigned by the Head Teacher, consistent with the post

### **Safeguarding and Wellbeing**

- To safeguard children and ensure and promote their health & safety following the schools policies and procedures.
- To maintain a healthy eating approach in line with the school's healthy eating policy
- Monitoring behaviour and ensure everybody is happy and content
- Report any concerns about safeguarding via My Concern
- Ensure there is a good standard of behaviour in line with the school's behaviour policy.
- Ensure school security is maintained at all times

### **Candidate Specification**

We are looking for a warm, friendly and hard working and professional supervisor to lead our After School Club. If you meet the points of the below candidate specification, please apply.

Understanding of and commitment to the safeguarding of children	Essential
Ability to perform all the duties outlined in the Job Description	Essential
Experience of working with children, managing children's activities and supervising staff	Essential
Ability to develop and maintain an orderly, calm environment	Essential
Ability to relate well to adults and children	Essential
Commitment to teamwork, equalities and children's social, physical and emotional development	Essential
IT skills including experience with Outlook	Essential
Experience using Arbor or similar MIS System	Desirable
First aid knowledge	Desirable
NVQ Level 3 or equivalent	Desirable