Larkfields Infant School

Before and After School Club Supervisor - Job Description

Responsible to the Head Teacher

**General description:**

To provide lead and manage a breakfast and after school club for children aged 4 to 7 years old.

**Key Responsibilities include:**

* Responsibility for the day to day management of the club
* To provide high quality childcare within a safe and stimulating environment
* Management of the club’s staff
* Management of the registration and booking systems
* Planning and delivering a range of suitable activities for the children accessing the club
* Planning and preparing nutritious meals/snacks
* Ensuring crockery and cutlery are washed and put away
* Being responsible for ensuring all materials and equipment are properly used, maintained and put away.
* Carry out all responsibilities and activities within an equal opportunities framework
* To actively promote and support the safeguarding of children and young people in the workplace.
* Access training when required
* Maintaining confidentiality
* Liaising with the head teacher, office staff and other school staff as appropriate
* Liaising and communicating with parents
* Being punctual and flexible with working hours

|  |  |  |
| --- | --- | --- |
| **Qualifications**  | **Essential** | **Desirable**  |
| Level 3 Qualification in childcare or the equivalent | \* |  |
| **Experience**  |  |  |
| Experience of working with children within a school or childcare setting  | \* |  |
| **Personal Qualities and Skills**  |  |  |
| The ability to inspire and motivate children | \* |  |
| Excellent inter personal skills | \* |  |
| Excellent organisational skills | \* |  |
| Excellent behaviour management skills | \* |  |
| Ability to lead a team | \* |  |
| Ability to work on own initiative  | \* |  |
| Ability to us judgement and common sense | \* |  |
| Excellent oral and written communication skills | \* |  |
| Computer literate  | \* |  |
| Able to maintain confidentiality | \* |  |
| Commitment to own professional development | \* |  |
| Certificates in safeguarding, health and safety, food hygiene and first aid  |  | \* |
| Commitment to safe guarding and promoting the welfare of our children | \* |  |