



JOB DESCRIPTION

Job Title:	After School Club Supervisory Assistant
School:	Otley All Saints CE Primary School
Pay Range:	A1 scale 2
Responsible to:	After School Club Lead Supervisor
Responsible for:	Supervision of children at after school care

Role:

To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities

Main Duties

- Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out
- Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed
- Supporting pupils while they eat snacks/meals cutting up food for pupils and making sure tables are clean and that water is available
- Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.
- Ensure standards for healthy eating and table manners are maintained
- Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
- Report accidents to the manager and complete an accident form if necessary
- To treat all information relating to families as confidential
- Ensure that school behaviour management policies are implemented
- Support the work of other extended services workers
- Support induction and training of new staff as required by the manager

- Respond to duty delegation as required by the manager
- Record inappropriate pupil behaviour and convey serious incidents to the manager
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the session
- Assist the manager to collect monies from parents/carers, check money collected complete records and lock away.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION

Job Title: After School Club Supervisory Assistant

School: Otley All Saints CofE Primary School

Pay Range: A1 scale 2

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach	Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Basic childcare and health and safety knowledge	Application form and selection process Application form and selection process	Appropriate knowledge of first aid	Application form
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.			