

# JOB DESCRIPTION

<b>School:</b> Thameside Primary School	<b>Department/Directorate:</b> Education
<b>Post Reference No:</b>	<b>Location:</b> Caversham, Reading
<b>Job Title:</b> Aftercare Supervisor	<b>Grade/Salary Range:</b> RG4b scp 11-17 <b>Gauge Code:</b> K339 (February 2025)

## JOB PURPOSE

The day to day operation of after school clubs. To ensure Thameside Primary School provides safe, high quality play and care for children after school.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the Wraparound care Manager and School Business Manager

## MAIN DUTIES AND RESPONSIBILITIES

- Plan and lead activities for the children attending Afterschool Club Sessions for up to 65 children across FS/KS1 & 2.
- Responsible for the day to day supervision and direction of club Assistants, to deliver a safe and high quality wraparound care provision
- Assist the Wraparound care manager to ensure that the After School Club is appropriately staffed covering as needed across both Key stages.
- To liaise and maintain good communication with the school office to ensure the smooth running of the Club, with regard to registers and medication handover between the office and parents after school hours.
- To lead the adherence to behaviour/safeguarding/child protection procedures in the Club; advising the school's Designated Officer of any concerns.
- Raising purchasing requests for After School Club Equipment
- Registration of children and follow up any unexpected absences from the club in a timely manner
- Making sure the After School Club runs smoothly in the absence of the Wraparound care manager.
- Provide feedback to the Club Leader on any issues, such as continual late pick ups and pupil behaviour issues.
- Assist with the ordering of food and preparing meals for the children ensuring food hygiene standards are maintained. Liaise with the School Business Manager on wraparound care food shopping orders to maintain adequate stocks of food for the week for Breakfast club and aftercare.
- Ensuring that each child is signed out to their parent at the end of the session
- Assist the Wraparound care manager to ensure that all policies and procedures are followed (e.g.

child safeguarding, health & safety, behaviour management and special education needs, etc)

- Ensure the club is set up correctly, kept safe during session time and broken down and cleaned appropriately at close of play.
- Ensure that the requirements and supervision of Special Needs children are addressed appropriately
- To provide full care for the group of children, maintaining a register of any relevant medical conditions and allergies and ensuring that staff are fully briefed; administer first aid as required or liaise with First Aider in school.
- To record and inform parents/carers of any incidents or accidents relating to their child, obtaining signatory proof to confirm that the parent/carer has been duly informed.
- To ensure that the Club is a safe environment for the children, that equipment is properly maintained and safe for use, safety procedures are implemented at all times, adhering to the school's Health and Safety Policy. To report any identified safety concerns to the School Business Manager.
- To be aware of fire evacuation procedures and carry out timely fire drills.
- To undertake relevant training as deemed necessary and lead induction and training of new staff.
- Be aware of and comply with policies and procedures relating to security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

Management of resources and materials. Leading club / aftercare assistants through modelling effective behaviour and play strategies with children.

#### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of DBS clearance is required for this post? Enhanced

Health and Safety Level 1/2

# PERSON SPECIFICATION

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<b>School:</b> Whitley Park Primary & Nursery School	<b>Department/Directorate:</b> Education
<b>Job Title:</b> Aftercare Supervisor	<b>Post Reference No:</b>

## **Qualifications/Education/Training:**

- Level 3 qualification in either Childcare and Development or equivalent
- Paediatric First Aid
- Universal Safeguarding Level 1

## **Experience:**

- Working with or caring for children of primary school age
- Experience of working in a similar setting

## **Skills and Abilities:**

- Good numeracy and literacy skills
- Good ICT skills
- Strong supervision skills
- Ability to work on own initiative and as part of a team
- Effective communication and organisational skills
- Ability to establish and maintain good relationships with all members of the school community

## **Specific Working Requirements:**

- Professional manner and attitude
- Ability to relate well to children
- Trustworthy, reliable and punctual with a flexible approach to work