

Role Title	Club Supervisor
Grade	3
Job Reference	FazKids
Job Variation Reference	01
School	Fazakerley Primary School
Main purpose of the role	
<p>To support in the development and daily management of the Club. Assist in organising daily routine. To build links and work in partnership with parents, carers and professionals. To promote the afterschool and holiday club provision alongside the team under the direction of the Pastoral Lead.</p>	
Core responsibilities and tasks	
<ol style="list-style-type: none"> 1. Ensure the smooth running of the club and, when required, direct the safe escorting of children to ensure their wellbeing at all times. 2. Support the development and review of policies and procedures. 3. Contribute to club plans. 4. Support in ensuring the National Standards are met. 5. Establish and maintain links with parents/carers/other professionals. 6. Assist with children's personal needs. 7. Assist with the supervision and direction/training of staff. 8. Maintain the Club's cleanliness and hygiene. 9. Support the Manager in ensuring that the children have access to appropriate activities. 10. Provide meals/snacks taking into account dietary and allergy needs. 11. Assist in the maintenance of children's records. 12. Undertake the daily supervision of the Club as requested by the Pastoral Lead. 	

13. To oversee the Club Assistants in the delivery of activities.

14. To deliver activities in line with the children's interests and linked to their learning.

15. Keep up to date records of payments and attendance.

Knowledge, skills and experience

- Completed a common core programme of induction for working with children
- Working to appropriate occupational standards and knowledge and skills.

Additional Information

This profile is intended to apply to a range of school clubs and pre and after school activities.