

St Nicholas Church of England Primary School



Job Profile / Description CARE CLUB SENIOR SUPERVISOR

JOB PURPOSE: We are looking for a Care Club Senior Supervisor to join our team, to undertake a range of duties in support of the school's Care Club provision. As a member of the school Care Club Team the candidate should be able to:

- work collaboratively and use their initiative to manage tasks
- supervise care provision in compliance with the school vision, aims, policies and procedures agreed by the Governing Body
- provide a safe, stimulating and caring environment where children and parents are welcome and valued.

Accountable to:	Ultimately:	The Governing Body (Employers) &
		The Head Teacher
	For Management:	Care Club Manager
	For Appraisal:	Care Club Manager

Accountable for:	For Management:	Care Club Supervisors / Leaders
-------------------------	-----------------	---------------------------------

Hours of Work: 07:30am to 08:30am & 2:30pm to 6:15pm Monday to Friday.
Term time only + 1 INSET day

We are a large, popular primary school in the heart of Shepperton Village, a short walk away from the River Thames and a direct train line into London Waterloo. At the heart of our vision is a shared commitment to growing and learning together. Our core values of Friendship, Compassion and Trust permeate all aspects of school life.

We offer: -

- A friendly, welcoming and hugely supportive staff team, parent and governor body
- A large school site with excellent facilities and resources
- A caring school where children come first, and the whole child is developed

KEY RESPONSIBILITIES

Safeguarding

- To care for the children in our before and after-school childcare provision, to meet their varying social and emotional needs at this specific time of the day.
- To understand and comply with school policies and procedures relating to safeguarding including, Child Protection, Behaviour, Health and Safety, Supporting Pupils with Medical Conditions, Special Educational Needs and Disability, Attendance and Data Protection.
- To ensure effective communication between parents and school staff enabling the best possible welfare of each child.
- In consultation with the Headteacher and specialist cooking teacher, to plan a long and short term snack menu, ensuring compliance with food safety guidelines.

Preparation of Activities

- In consultation with the Care Club Team, plan a range of long and short term activities to make effective use of delegated spaces, to meet the varying needs of children at this specific time of day.

Managing Staff

- To nurture a positive, professional work place so that the team work well together, feel valued, supported and able to learn from one another.
- To delegate duties ensuring readiness for the children arriving, and sufficient monitoring of each activity.
- To delegate duties regarding the safe handover of children wither to class in the morning or parents in the evening.

Resources

- To liaise with the Care Club Manager to order club resources, including catering supplies.
- To liaise with the Care Club Manager to ensure that staff/pupil ratios are adhered to.
- To liaise with Care Club Manager for handover of equipment, including electronic registers and telephones.
- To ensure secure storage of all hardware between handover periods.
- To ensure safe storage of all equipment including activity consumables, catering supplies, coats and bags etc.

Information Technology

- Kids Club HQ: Maintain Care Club recording system including data input, updating registers and complying with sign-out procedures.
- Use the curriculum computer network to support children with homework tasks.
- Internet: to read and reply to school emails.

Other Duties

- Undertake other duties as requested by the Headteacher and School Business Manager
- Participate in training as required.

Visits to the school are welcomed. Please contact Mrs Begley in the school office on 01932 227744, for available dates and times.

- Start Date: As soon as possible
- Salary: Surrey Pay Grade 6
Full time equivalent - £24,780 (hourly rate £13.20)
Actual salary based on hours of work - £13,919 per annum
- Closing Date: Monday 24th January 2022
- Interviews: w/b 31st January 2022

Safeguarding Recruitment Statement St. Nicholas Church of England Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment. All appointments are made subject to satisfactory written references, qualifications check, and Disclosure and Barred Service Enhanced Certificate.

Please complete the LDBS application form and return it to info@stnicholas-shepperton.surrey.sch.uk