



## Beckley Primary School

### Job Description for After School Club Supervisor

Job Title	After School Club – Childcare Assistant
Reports to	Headteacher
Salary	Grade 4, Spine point 4-5 £13.05-£13.26 per hour
Hours	Term time only. 2:45pm to 5:30pm

Job Title After School Club – Childcare Assistant Reports To Childcare Coordinator Salary Salary will be Grade 4, Spine Point 4 - 5 £13.05 - £13.26 per hour Hours In term time: Mon to Fri 2.45pm to 6pm (hours can vary)

#### Job Purpose

Introduction To work in Beckley Primary School's After School Club under the instruction/guidance of our Childcare Coordinator to provide supervised play opportunities for children from 4 to 11 years old. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher.. They will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

#### Job Duties

- Ensuring the delivery of creative play opportunities in a safe and caring environment
- Ensuring the safe collection of children from school and the safe delivery to parents and/or named carers
- Organising and preparing a programme of play activities
- Organising the provision of healthy snacks/refreshments to the children
- Managing and leading a team of playworkers
- Carrying out day to day administration, record keeping, ordering and purchasing materials and equipment
- Being responsible for the safe-keeping of the club property and equipment
- Being responsible for day to day financial administration and working within an agreed budget
- Administering first aid as appropriate

- Encouraging parental involvement and support of the club
- Attending meetings as appropriate
- Carrying out all responsibilities and activities within an equal opportunities framework
- Working within agreed policies
- Having an understanding of the National Standards and the ability to meet them
- Ensuring that the spaces used are left clean and tidy for the next day.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### **Person Specification**

- Experience of working with 4-11 year old children in a play environment
- Ability to communicate at all levels, particularly with children
- Some experience of administration, including budget management
- Ability to work in a small team.
- Ability to work on own initiative
- Sense Of Humour