



St Gregory's Catholic Primary School

JOB DESCRIPTION

OVERVIEW

Job Title	After School Club Supervisor
Closing Date	30 th April 2026
Interview Date	7 th May 2026
Salary / Scale	Grade D pt 4 FTE £25,185, £13.05ph
Contract type:	Permanent /Part Time/ Term Time only
Purpose of the Position	To lead the after school service for children at St Gregory's Catholic primary School. Providing high quality care and play opportunities for pupils between the age of 4-11 within a safe and stimulating environment in accordance with school policies and procedures.
Key Responsibilities	<p>In addition to supervising and engaging with the children after school, the WAC Supervisor will work collaboratively with the Headteacher and SLT to ensure high quality provision supports the distinctive Catholic mission and ethos of the school. The Supervisor will support, develop and lead the WAC team in order to sustain high standards of provision This will include:</p> <ul style="list-style-type: none"> • To lead the day to day management and organisation of the After School Club • Work with WAC staff to ensure and provide care, play opportunities and activities in a nurturing, and safe environment, with regard to the individual development needs of the children. • To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment • To ensure positive working relationships with parents/carers to encourage parental involvement and support of the After School Club • To ensure effective induction of new staff members, particularly with health & safety and safeguarding procedures.
Responsible to:	Head of School
Accountable to:	Executive Headteacher

MAIN DUTIES

1. Wrap Around Care Provision

- Create weekly plans for a programme of provision, ensuring effective set up of activities before the start of sessions
- Collaborate, lead and plan with colleagues to provide the best opportunities for the children including creative, stimulating and appropriate activities that engage and encourage participation of the children (eg art, cooking, sports)
- Promote good behaviour and development of responsibility by using praise and reward
- Clear away activities at the end of the sessions, leaving all areas clean and tidy
- Ensure materials and equipment are kept clean and safe
- Oversee the provision of refreshments and ensure that hygiene, health and safety standards are met.
- Monitor and evaluate the quality of the service
- Consult with children, involving them in planning activities and feedback for improvement

2. General Duties

- Administer first aid as required and record/report accidents and incidents in a timely and accurate manner
- Be responsible for the administration of Wrap Around Care records, including all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff
- Manage communication with children and their parents/carers.
- Manage the placing of food orders and associated record keeping
- Provide support and supervision to WAC team
- Have a good knowledge of how to keep children safe, promoting the welfare of children and supporting the school in safeguarding children by following relevant policies and procedures Adhere to club and school health and safety policies, procedures and rules, taking reasonable care of self and others.
- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.
- Collaborate and work with colleagues/other relevant professionals within and beyond the school.

3. Personal and professional Conduct

- Have proper regard for the nature and purpose of Catholic education and be committed to sustaining the Catholic identity of the school and safeguard the teaching of the Church.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and Trust
- Uphold public trust in the profession of education and maintain high standards of ethics and behaviour, within and outside school
- Ensure confidentiality is maintained at all times.
- Maintain high standards of attendance and punctuality

- Understand and act within frameworks setting out their professional duties and responsibilities

3. Professional Responsibility and Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development
- Participate as required in relevant training which has been identified by members of the Senior Leadership Team

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

4. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
A 'level or equivalent education		√	App form
Good level of general education including Maths & English (Grade A – C or 9 – 4)	√		App form
RSA or equivalent in word processing		√	App form
Evidence of continuous professional development in administration		√	App form
Current First Aid certificate		√	App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working with or caring for children of a relevant age	√		App form interview
Experience of dealing professionally with wide range of people including parents and children.	√		App form interview
Previous experience of working in a Wrap Around (Breakfast Club/After School Club) provision		√	App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents	√		Interview
An understanding of good quality child care	√		Interview
The ability to plan and delivery activities for children aged 4-11 years	√		Interview
Good written and oral communication skills.	√		Interview
Knowledge and understanding of child protection/safeguarding	√		Interview

Demonstrate ability to be organised, logical and methodical.	√		Interview
Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information	√		Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Proven ability to work collaboratively with others	√		Interview
Proven ability to deal sensitively with people and resolve conflict	√		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview
Willingness to undertake First Aid Training, if not already qualified	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the Trust can be viewed on the Trust website: www.olicatschool.org

Further information, a candidate pack and application form are available by contacting Mrs Pieterse, School Office Manager by:

- Telephone: 01604 403511;
- email: NDuffy-Pieterse@sg.nor.olicatschools.org
or
- by downloading from the school and/or Trust website.

Completed applications to be sent to Mrs Pieterse, School Office Manager at NDuffy-Pieterse@sg.nor.olicatschool.org no later than 12 noon on 30th April 2026

Interviews will be held at St Gregory's Catholic Primary School on 7th May 2026. Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org