

Job Description

Job Title:	Wrap Around Care Childcare Supervisor
Date last reviewed:	March 2026
Grade of post:	GRADE 7
Location:	Cotteslowe Primary School
Line Manager:	School Business Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

To be responsible for the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures. This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies

Main Responsibilities:

- To plan and provide care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To supervise playworkers, ensuring they are effectively deployed and offer appropriate care and support to the children. To supervise students and volunteers as required. To participate in the recruitment of staff.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To organise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- Where applicable, to oversee arrangements for children who are brought to the after-school club from other schools.
- To ensure that food and drink is provided that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To carry out day to day administration, record keeping and purchase of materials and equipment, working within an agreed budget and providing reports as required.
- To work as part of the whole school team and liaise with relevant school staff.
- To provide evidence and information for the school's self-evaluation process.
- To monitor and report on occupancy, and contribute to the promotion of the playscheme.

- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers. Encourage participation by all staff.
- To establish constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council's Community Childcare and Play staff.
- To develop and review policies, procedures and good working practice, in consultation with the staff. To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the headteacher.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Cotteslowe Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.