

**OUT OF HOURS SUPERVISOR**

**JOB DESCRIPTION**

**Job Purpose**

To be part of a team providing a safe, happy and supportive environment for children within the out of hours programme.

**Duties**

* Effectively communicate relevant information regarding the running of the childcare provision and the needs of the children and their families to ensure efficient service provision to a high standard
* Assist with the general administrative work and the day to day financial responsibilities as required to ensure effective running of the service
* Liaise regularly with the Head Teacher regarding the organisation and development of the childcare provision with a view to continually improving and developing the service
* Carry out activities and programmes consistent with the children’s interests and stages of development, their family and the local community to ensure the service provides a stimulating and fulfilling environment
* Ensure basic first aid assistance for any minor injuries, adhering to correct accident procedures and fulfilling all legal health and safety requirement obligations i.e. written accident /injury reports etc
* Liaise with the designated Child protection Co-ordinator in respect of any child protection issues, to safeguard the safety and wellbeing of the children and staff
* To attend any training courses relevant to the post, ensuring continual personal and professional development
* Prepare healthy balanced snacks for the children, including fruit and vegetables in a kitchen environment, observing correct food hygiene / handling procedures at all times to safeguard health and well-being of children and staff
* Role requires working with a team
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
* Maintain accident records as required
* The Post holder may undertake any other duties that are commensurate with the post

**Essential Experience/Skills**

* Experience of work/play with children of primary age.
* Willingness to undertake training in play work skills.
* Interest in the play and emotional needs of children aged between 5 and 11 years of age.
* Awareness of what constitutes 'good quality childcare'.
* Interest in planning play, arts and sports activities for children of primary age.
* Commitment to working within an equal opportunities framework.
* Ability to provide warm and consistent care to all children attending the scheme.
* Ability to understand and meet children's needs including those of children with special needs.
* Understanding of health and safety issues that affect the day to day running of childcare services.
* Experience of working as part of a team.
* Good physical and emotional health, and the ability to work on own initiative.