

## **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Supervisor – School Holiday Club</b>
<b><u>GRADE :</u></b>	<b>Band 8 (SCP 19 - 23)</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Reporting to the Senior Management Team</b>
<b><u>JOB PURPOSE :</u></b>	<b>Supervision and organisation of School Holiday Club Assistants in addition to assisting with the care and welfare of club users.</b>

### **MAIN DUTIES/RESPONSIBILITIES**

1. Supervisory responsibility of School Holiday Club Assistants
  - Checking of Assistant's timesheets and submitting salary paperwork to relevant school officer
  - Monitoring work rotas to ensure an efficient service is available and when and where necessary make arrangements to cover periods of absence (sickness etc)
  - Report staff absence to relevant school officer
  - Assist with enquiries regarding Assistants as and when necessary
  - Service induction of all new Assistants
  - Maintain Assistant's training records and arrange training as appropriate
  - Undertake Assistant's performance development review assessments in line with school policy and procedure
  - Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly
2. Ensuring that the programme of activities is interesting to the children using the facilities by providing a variety of educational and recreational activities.
3. Encouraging children to interact and work co-operatively with others and engage all pupils in activities.
4. Checking play equipment regularly to ensure the safety and well being of club users.
5. Responsibility for the safety and security of club users.
6. Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice.
7. Promoting the inclusion and acceptance of all children within the club.
8. Supporting children consistently whilst recognising and responding to their individual needs.

9. Maintaining accurate records.
10. Administering basic First Aid where necessary.
11. Assist in preparing healthy snacks and meals where appropriate.
12. To assist with setting up and clearing away at the beginning and end of each session.
13. To undertake such personal training that may be deemed necessary to meet the duties of the post.
14. This post has a high level of contact with, and responsibility for children.
15. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
16. The post holder must carry out his/her duties with full regard to the School's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
17. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
18. Any other duties of a similar nature related to the post, which may be required from time to time.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **DBS CHECK** BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION – CHILD CARE ASSISTANT – SCHOOL HOLIDAY CLUB**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications</b>				D1	First Aid Training	AF, I, R
<b>Experience &amp; Knowledge</b>	E1	Experience of working in a similar environment providing educational and recreational activities	AF, I, R	D2	Previous Supervisory Assistant experience	AF, I, R
				D3	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF, I, R
				D4	Experience of working with nursery age children	AF, I, R
<b>Skills</b>	E2	Be able to work as part of a team but also on own initiative	AF, I, R			
	E3	Basic record keeping skills	AF, I, R			
	E4	Ability to effectively communicate orally with colleagues and children	I, R			
	E5	Ability to deal with a range of people including parents, children and colleagues	AF, I, R			
<b>Personal Attributes</b>	E6	Friendly and approachable manner	I, R			
	E7	Calm and confident	I, R			
	E8	Flexible approach	I, R			
<b>Special Requirements</b>	E9	Motivation to work with children	I, D			
	E10	Suitability to work with children	D			

