

Chewton Mendip CEVA Primary School, Radstock BA3 4LL

Tel: 01761 241465

Email: office@chewtonmendipschool.org.uk

**After School Club Supervisor**

**Job purpose**

Support the running of the after-school club provision

Plan and provide exciting and engaging activities for children

**Main responsibilities**

* Collect children from their classrooms or clubs and escort them to the after-school club room
* Contribute to the planning and preparation of activities for each session
* Contribute to programmes of activities that encourage children’s input
* Supervise and assist children in their activities throughout the session
* Ensure children received a snack and drink during their session
* Ensure all activities are safe, interactive, engaging and most importantly fun for the children attending the session
* Ensure resources are well organised and kept tidy, encouraging children to support with tidying up
* Build positive relationships with parents
* Be aware of and follow the schools safeguarding and child protection procedures
* Ensure children are safely collected at the end of the session by a responsible adult
* Assist in locking and alarming the building at the end of sessions as necessary

**Person specification After School Club**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications and experience | * At least 2 years’ experience of working with children in a school setting.
 | * Cache Level 2 Playworker
* Certificate or working towards a childcare qualification.
* Other qualification appropriate for working with children.
* Previous/existing and successful experience of working with children in an afterschool club or holiday club setting.
* Relevant training linked to working with children.
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| Skills and abilities | * Experience of planning engaging and interactive activities for children.
* Ability to work as part of a team
* Ability to maintain strong, positive relationships with the school and the community.
* Commitment to promoting the school’s ethos and values.
* Be flexible and use initiative.
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| Other | * Have a desire to improve the after school for the benefit of the children.
* Have a positive attitude
* Have a good sense of humour
 | * Have interests outside of the After-school club
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