

Chewton Mendip CEVA Primary School, Radstock BA3 4LL

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**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. |
| 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. |  |
| 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 |