



Job Description

Role: After School Care Supervisor

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

Location:	Prep Department
Accountable to:	The After School Care Supervisor is directly responsible to and supervised by Head of Prep. However, the School Care Supervisor may also receive instructions and from the Head of the College, who is responsible for the leadership and management of the College
Responsible for:	The care, supervision and safety of pupils aged 5 to 11 attending the School's supervision sessions.

Overall Purpose of the Job

The After School Care Supervisor's primary responsibility is for the care, supervision and safety of pupils aged 5 to 11 attending the school supervision sessions before school starts and/or at the end of school until they are collected by a parent or carer, and to work as part of a team to help achieve the overall aims of the College.

Main Duties and Responsibilities

- Supervising the pupils to ensure the highest standards of behaviour are maintained in supervision sessions before and after school.
- To communicate any relevant information to staff as required.
- To maintain a strict register of all pupils attending and the time they leave;
- To plan and organise different activities throughout each session;
- Organise the provision of a snack and drink during the session;
- Hand over pupils to the appropriate parent or carer and passing on any information, messages, etc;

Other Duties

To work as part of a team to help achieve the overall aims of the College.

General

Owing to the presence of children in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from HR.

Training and Work Equipment

"Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

Person Specification

Role: After School Care Supervisor

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • No formal qualification required 	<p>Education:</p> <ul style="list-style-type: none"> • NVQ Level 3 • First Aid Qualification • Food Hygiene
<p>Skills:</p> <ul style="list-style-type: none"> • A commitment to the provision of high quality childcare. • Interest in the care, learning and development of young children. • A positive approach to learning and gaining new skills through teamwork and training opportunities. • Good organisation, record keeping and planning skills. • Punctual, reliable and trustworthy. • Patience • Discreet • Conscientious • Ability to work as part of a small team. • Flexibility. 	<p>Skills:</p>
<p>Experience:</p>	<p>Experience:</p> <ul style="list-style-type: none"> • Previous experience of caring of or working with, children in a voluntary or paid capacity.
<p>Knowledge:</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of school environments.
<p>Other:</p>	<p>Other:</p>