



Before and After School Club Supervisor

Job Title: Before and After School Club Supervisor

Responsible to: Before and After School Club Manager

Hours of work: Before and After School Club (Mon- Fri) Hours to be confirmed

Salary: To be confirmed

Purpose of the job: To support the Manager in the smooth running of the Before and After School Club operation; to supervise children and staff upon absence of the Manager; to provide a safe, positive and enjoyable environment for the children where they feel welcome and secure; to promote the values of the Organisation in a positive way

Main Duties

1. To give input towards the planning of the curriculum as and when required.
2. To help to set up for the before and after school club sessions and to help tidy away at the end of the sessions.
3. To work with colleagues to ensure each child's needs are recognised and met.
4. To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To teach children, offering an appropriate level of support and simulation.
6. To attend staff meetings.
7. To attend in-service training courses and meetings as required.
8. To uphold confidentiality in accordance with the pre-school and before and after school club policy.
9. To undertake any other reasonable duties as directed by the Manager, in accordance with the Pre-school and before and after school club business plan/objectives.
10. To supervise staff and children when in supervisory role at either site in the absence of the manager or deputy manager.

NB. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Person specification

Essential criteria

1. Relevant childcare or play workers qualification
2. Previous experience of working with young children
3. Basic knowledge of EYFS
4. Willingness to learn.
5. Commitment to equal opportunities.
6. Commitment to young children and families.
7. A good Knowledge and understanding of Safeguarding
8. Friendly, flexible approach.
9. Suitable both mentally and physically, to care for children.
10. An understanding of Confidentiality

11. Enhanced DBS
12. Experience of management or leadership of people in a positive and organised way.

Desirable Criteria

1. Level 3 in childcare and Education
2. Safeguarding Training
3. First aid trained

If you would like to apply for this position, please fill out the allocation form (available on the website) and email it to big-pickles@little-pickles.com or kate.byers@little-pickles.com.