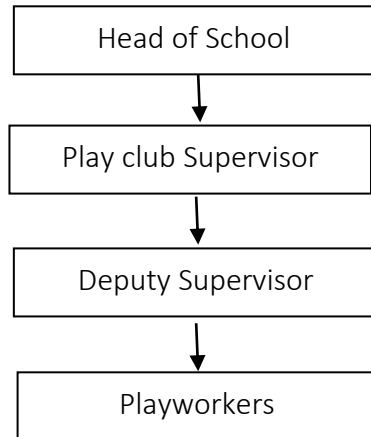


## Playclub Supervisor Job Description

### Job Summary

- Assist with the day to day activities of the club in providing a caring, secure environment, through individual attention and group activities within the framework of the club's policies and procedures.

### Organisation chart



### Scope

- Financial Accountabilities – None
- Staff Responsibilities – None
- Management of Physical Assets – None

### Summary of Main Contacts

- Children attending the club and their parents/carers
- Club Staff and Trustees/Governors

### Main duties include –

- Prepare for and deliver planned quality play opportunities within a safe and caring environment for KS1 & KS2 children
- Supervise pupils in their play
- Help promote pupil good behaviour
- Prepare and provide refreshments guided by the Club Supervisor, ensuring hygiene and health and safety standards are met
- Set up and clear away activities, toys, tables, chairs, cutlery etc
- Washing dishes, cutlery, containers etc
- Cleaning floor, surfaces, cupboards, tables, toys and equipment
- Administering first aid when necessary
- Undertaking appropriate and relevant training to include safeguarding and first aid
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder

This job description sets out the duties of the post at time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the club as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## Person Specification

<b>Knowledge/Qualifications</b>	<b>Required</b>	<b>Preferred – training may be given</b>
Communication Skills	✓	
Ability to handle kitchen equipment in a safe manner		✓
Health & Safety awareness		✓
Willing to take First Aid Training	✓	
Willing to take basic Food Hygiene Certificate	✓	
Literate & Numerate– GCSE Standard		✓
Knowledge of strategies which help promote good behaviour & discipline		✓
NVQ 3		✓
<b>Skills/Abilities</b>	<b>Required</b>	<b>Preferred – training may be given</b>
Present food and drinks in an attractive manner		✓
Ensure correct portion control		✓
Monitor and be responsive to pupil learning and behaviour, by making adjustment/supervised activities		✓
Monitor and be responsive to pupil personal needs and communications	✓	
<b>Skills/Abilities</b>	<b>Required</b>	<b>Preferred – training may be given</b>
Experience in a school, nursery or play club setting		✓