

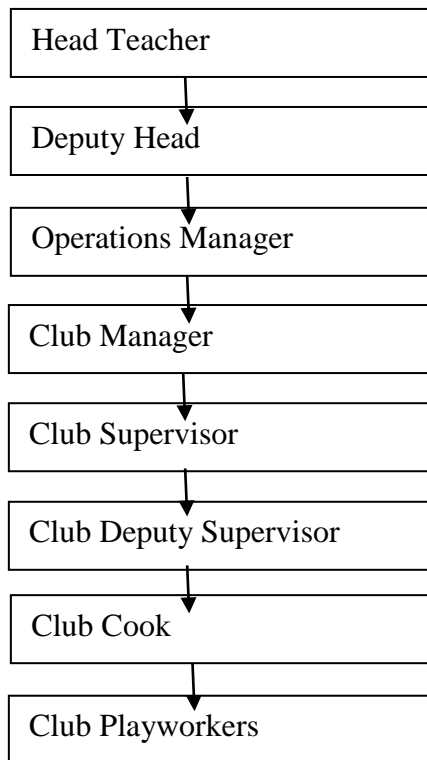


Sunflower Club SUPERVISOR Job Description

Job Summary

- The Supervisor will be responsible for the day to day organisation and leading a team of playworkers of the Before & After School provision at The Coombes CE School providing high standards of care and play opportunities for children between the ages of 4 - 11 years old in a safe and secure environment.

Organisation chart



Scope

- Financial Accountabilities – None
- Staff Responsibilities – Playworkers and Cook
- Management of Physical Assets – None

Summary of Main Contacts

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





Main duties include –

- To lead the day to day operations of the Sunflower Club
- To provide line management to a team of play workers to ensure safe supervision of children in a fun and engaging setting, whilst adhering to Ofsted regulations and inducting new staff members
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment and to promote learning through play
- To ensure that adequate standards of safety and hygiene are maintained throughout the Sunflower Club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents
- To ensure records are properly maintained e.g. accident/incident book, registers, children leave the club with an authorised adult
- To administer first aid as appropriate
- To initiate close liaison with the Early Years Development team and oversee observations required
- To attend meetings as appropriate
- To ensure that all staff work within agreed policies and procedures, including behavior management, child protection, equal opportunities and health and safety
- To liaise, in addition to the Club Manager, with parents to encourage parental involvement and support of the Sunflower Club
- To prepare half termly activity plans and prepare resources (supported by the Manager)
- To prepare half-termly menus (alongside the cook) and order/receive weekly shopping requirements
- To undertake 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

Knowledge/Qualifications	Required	Preferred – training may be given
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	✓	
NVQ 3		✓
Knowledge of strategies which help promote good behaviour and discipline	✓	
Knowledge of child development and children’s personal development needs	✓	
Skills/Abilities	Required	Preferred – training may be given
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	✓	
Skills/Abilities	Required	Preferred – training may be given
Experience in a school, nursery or play club setting	✓	