

## CLEVES ACADEMY



### Supervisor Job Profile

Purpose of Job: To assist the manager and assistant manager to deliver daily management of the club, ensuring the provision is safe, stimulating, comfortable, friendly and of a high quality standard.

#### Main duties:

- To ensure all locations in setting are set-up and rota adhered to
- To ensure all children are registered and accounted for and parent calls are made, if required.
- To follow the process for pupil accounting: class check, reception check, club check, setting check.
- Responsibility for activities, including planning and delivery, and supervising staff and groups.#
- To ensure equipment stock is up-to-date and safe and to ensure orders are made as and when required.
- To support and maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details with the assistant manager and manager.
- To organise SLT planning meetings to plan activities on a half termly basis and to discuss and assign individual responsibilities to other staff, if required.
- To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
- To ensure all necessary after school club policies exist, are up-to-date and are implemented on a daily basis, ensuring all legal and statutory requirements are implemented and relevant resources kept up to date, e.g. accident book and first aid kit.
- To co-ordinate and promote the building of strong links between the after school club and parents/carers regarding after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
- To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required.
- Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions ensuring all equipment is away before other groups enter the hall.
- Any other duties deemed necessary for the safe and efficient running of the GAP Club.

We may call suitably qualified candidates to interview as they apply, and we reserve the right to close the vacancy ahead of the closing date if a successful appointment has been made. We therefore strongly recommend submitting your application early.

Hours of work: 3.00-6.00pm, Monday to Friday, term time only (minimum of 4 days is required)  
Benefits: 100% childcare discount, uniform, development training, wellness program, parking  
Reports to: GAP Assistant Manager & GAP Manager

## **The successful candidate will be likely to fit the following profile**

### **Qualifications & Experience**

- 2 years experience in a childcare/school setting
- Sound understanding of child development and needs
- Experience of supervising a team or co-ordinating staff duties would be an advantage

### **Personal Qualities**

- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- Enthusiasm for play
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively to a variety of audiences

### **Attitudes**

- Ability to work cooperatively within a team
- A reflective and flexible approach
- Organised, energetic, positive and able to self-direct
- Ability to think creatively and imaginatively