



JOB DESCRIPTION AFTER SCHOOL SUPERVISOR

Job purpose: We wish to appoint a qualified and enthusiastic After School Care Supervisor. The successful candidate will be an inspirational, committed and highly effective individual dedicated to achieving the best outcome for every individual child both in and out of the classroom.

Status: Permanent term time only

Core hours: Monday to Friday 3.30pm – 6pm

Key Responsibilities

- To create a safe and happy environment in which children can play.
- To supervise children at play during after school sessions which will be between 3.30 pm and 6.00pm, Monday to Friday, term time only
- To plan suitable activities for all children for both indoors and outdoors, sharing ideas with colleagues.
- To set out a variety of activities in which children may participate.
- To be responsible for keeping a daily register up to date and ensure that all parents sign it at pick up time (including noting the time the child is picked up).
- To communicate effectively with parents at pick up time, ensuring they know any relevant information.
- To be responsible for ordering equipment and keeping it safe and tidy.
- To work closely with other members of staff.
- To assist with serving tea.
- To ensure a high standard of behaviour, both at the table (i.e. table manners) and during play sessions (e.g. sharing and respect for equipment).
- To liaise, as necessary, with the Head of School.
- To undergo necessary training – e.g. First Aid, Food Hygiene, Child Protection.

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Cophthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.