



## Our Lady of Lourdes Catholic Primary School

Curbridge Road, Witney, Oxfordshire OX28 5JZ  
01993 702480  
office@ololwit.org.uk

Principal: Mrs R Gowers



THE ARCHDIOCESE  
of BIRMINGHAM

### After School Club Supervisor

**Responsible to:** Principal

**Salary Scale:** Grade 7

#### **Job Purpose and key tasks:**

- To manage and lead our after-school club provision, being responsible to our Principal
- To maintain a safe and stimulating play environment and to lead developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play
- To ensure the provision offers a safe and stimulating play environment
- To plan, prepare and deliver activities which meet children's individual developmental needs
- To safely transfer children to the club from classrooms and to parents when they are collected
- To supervise tea time refreshments for the children
- To follow guidelines and procedures for Safeguarding in accordance with the school safeguarding policy
- Ensure cleaning and clearing away of all equipment at the end of each session
- To carry out any other duties which will be seen to enhance the after-school club

### Person specification

Qualifications	Essential	Desirable
GCSE 'C' or equivalent in English and Maths		√
NVQ Level 2 Childcare or equivalent		√
Enhanced DBS	√	
Safeguarding Children Training		√
First Aid Certificate		√
Experience	Essential	Desirable
Experience of working with children aged 4 years to 11 years	√	
Experience of working in a primary school setting		√



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Knowledge and Understanding	Essential	Desirable
Demonstrate an understanding of safeguarding	√	
Demonstrate confidence with a wide range of games and activities (craft, board games) and a willingness to interact with children through play	√	
Awareness & understanding of the need for confidentiality	√	
Skills and Attributes	Essential	Desirable
Good communication skills	√	
Good interpersonal skills	√	
Ability to follow planning, instructions from managers & policies	√	
Positive approach to behaviour management	√	
Awareness of responsibility to oversee the health, safety and wellbeing of all children at the after school club	√	
Characteristics	Essential	Desirable
Calm and friendly manner	√	
Professional attitude	√	
Commitment to giving children a happy & safe experience	√	
Excellent team player	√	
High expectations of self and others	√	