

Breakfast & After School Club Supervisor

School:	The Tynings School	Posted:	12th March 2019
Location:	Staple Hill, South Gloucestershire	Expires:	22nd March 2019 12:05 PM
Contract Term:	Permanent	Start Date:	22nd April 2019
Salary:	Hay 10	Job ID:	1035490
Hours:	Part Time	Job Reference:	TYNPS1203



The Tynings School

Hours: 21 Hours 15 minutes per week, term time only (Monday to Friday 7.15am – 8.45am & 3.15pm – 6pm)

Salary: £9,270 - £10,091 per annum.

We are looking to recruit a forward thinking, caring, motivated individual to manage the day to day running of our Breakfast & After School clubs. The individual will facilitate and encourage safe and productive play and interaction so as to ensure the safety, general welfare and proper conduct of pupils during this period.

MAIN DUTIES

To supervise play activities during the Breakfast & After School Club to ensure pupils are active and learning to play.

To assist children to play in a safe, creative and exciting manner, ensuring they have access to appropriate resources and equipment throughout the Breakfast & After School Club period.

To plan and prepare activities.

To liaise with the school finance/administration team to administer bookings and collection of fees, ensuring that any money transactions are handled and documented as directed by the school's Business Manager.

To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.

To assist with the promotion and marketing of the clubs effectively to maintain occupancy.

To work with and supervise other staff to promote a positive play environment

To supervise pupils in designated areas of the school during breakfast and after school time and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

To ensure all children are in class on time, ready for registration

To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.

To maintain, keep tidy and organise equipment and materials and report any additional resource needs to the School Business Manager.

To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.

To complete any documentation required by the school in relation to incidents occurring during the period and to participate in review meetings as required.

To identify and report any unauthorised visitors on the school premises.

To be aware of child protection policies and procedures of the school.

The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.

Closing date for applications is Friday 22nd March 2019 at 12pm.

Safeguarding Statement:

The Tynings School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.