

# Milverton Community Primary and Pre-School

Milverton

Taunton

Somerset

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## Toasties After-School Club Supervisor

### Job Description

<b>JOB TITLE</b>	After School Club Co-ordinator
<b>GRADE</b>	Grade 13.6: £9.68 per hour
<b>RESPONSIBLE TO</b>	Headteacher and Governors
<b>MAIN PURPOSE OF THE JOB</b>	To provide safe, high quality play opportunities and care for children, and be responsible for the day to day organisation and operation of the club.

### Main Functions

1. To be responsible for providing a range of high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
2. To provide safe, creative, appropriate play opportunities, preparing and organising the activities programme.
3. To promote learning through play, with a focus on social and emotional learning, (good manners, turn-taking, caring for younger children, for example).
4. To manage a play worker within a friendly and supportive atmosphere.
5. To liaise and maintain good communication with the school office staff to ensure the smooth running of the club. To ensure that cover is in place if Toasties staff members are absent.
6. To provide full care for the children including monitoring attendance from a register, following up any unexpected absences and the safe delivery to parents and/or named carers.
7. To undertake shopping for and provision of food supplies for the club, working within our school Food Policy. To provide healthy snacks for the children.
8. To ensure that the club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.



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**Milverton School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and parents to share this commitment**

9. To administer first aid as appropriate.
10. To carry out day to day record keeping, ordering and purchasing materials and equipment and ensure records are properly maintained e.g. register, accident book.
11. To work within an agreed budget.
12. To liaise with parents/carers, informing them about the club and promoting its activities, exchanging information about the children's progress and encouraging parental involvement.
13. To work with the village community where mutually beneficial opportunities arise.
14. To carry out all responsibilities and activities within an equal opportunities framework.
14. To follow safeguarding guidelines as per the school Child Protection Policy.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.