**St Erme with Trispen Community Primary School**

**School Lane, Trispen, Truro, Cornwall. TR4 9BJ**

**Tel. 01872 279539. Email.** [**secretary@st-erme.cornwall.sch.uk**](mailto:secretary@st-erme.cornwall.sch.uk)

St Erme with Trispen Community Primary School are looking for somebody to run our After School club every day!

**Job Title:** Wraparound Childcare Supervisor

**Start date:** ASAP

**Closing date:** Monday 24th February 2025

**Contract:** 3.15 until 5.15pm, Monday to Friday, (10 hours per week) Term time only.

**Salary:** Grade 1SP1 -£21,028.00 pro rata (Actual Annual £4,805.58)

Are you a fun, enthusiastic, creative, and dynamic individual who can take full responsibility for our daily after school club here at the school? Providing wrap around care for children aged 4 – 11 years old, the role will include maintaining the strong relationships we have with our community and school staff, being approachable and friendly to our parents, and above all, providing a safe, caring, and fun environment for our children.

**Main Purpose of Job:**

To organise and supervise afterschool club assistant team to ensure the safe and appropriate supervision of individuals and groups of school aged pupils during afterschool club. Organise the provision of healthy drinks and snacks during afterschool club.

**Main Duties and Responsibilities:**

1. To organise and ensure the safe and appropriate supervision of pupils during After School Club in accordance with the Headteacher’s instructions.
2. To keep a register of children attending and collect fees from parents.
3. Plan, supply and prepare the provision of simple and healthy snacks during afterschool club.
4. To prepare the dining area to include moving and setting up tables and chairs and to wash up dishes.
5. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
6. To assist children in preparing for meals including handwashing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
7. To remain aware of children’s food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned.
8. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School’s First Aid policies and procedures, ensuring all accidents are recorded appropriately in accordance with school policies and procedures.
9. To be aware of the school’s child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
10. Be responsible for children during outdoor activities; ensure that appropriate adult to child ratios are maintained at all times and are in line with DfE guidance and legislation. Complete a list of children to ensure that everyone is accounted for.
11. Ensure a First Aid box is taken outside during outdoor activities.
12. Complete an accident form (or equivalent) as necessary, making sure that school are informed of any incident, in accordance with the school’s own Health and Safety policy.
13. Support all children, regardless of their need (SEN, dysregulated etc) and ensure that positive relationships are built between adult and child. Escalate any concerns related to behaviour that cannot be managed within wraparound to the Headteacher and inform parents where appropriate.
14. Be aware of all school policies and procedures.

**PERSON SPECIFICATION**

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| **Job Title:** | Wraparound Childcare Supervisor |
| **Department:** |  |
| **Person Specification prepared by:** | Headteacher |
| **Date Prepared:** | July 2024 |

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| Attributes | Essential | Desirable | How Identified |
| Relevant Experience | Previous experience of working with children in a supervisory capacity | Previous experience of working with children within a school or similar environment | Application form/interview |
| Education and Training | Good levels of literacy and numeracy | Food Hygiene Qualification.  Current paediatric First Aid (PFA) qualification. | Application form |
| Special Knowledge and Skills | Good communication skills  Ability to prioritise between different demands |  | Interview |
| DBS Required | This role will be subject to an enhanced DBS check |  | Interview |
| Any additional factors | Self-motivated and enthusiastic  Patient, tolerant and friendly approach  A willingness to work with children | Experience in preparing and serving simple meals. | Interview |

If interested, please send in your CV and two character references to –

[secretary@st-erme.cornwall.sch.uk](mailto:secretary@st-erme.cornwall.sch.uk)