



## Job Description

<b>JOB TITLE</b>	Out of School Supervisor
<b>PLACE OF WORK</b>	St. Barnabas Hall, Sackville Road, Hove
<b>HOURS OF WORK</b>	approx. 20 to 24hrs per week all year round – approx. days & hours 14:45 to 18:15 5 days per week during term time & 4 days x 8:45 to 15:15 during school holidays. Additional cover time and planning available
<b>PAY BAND</b>	3. Supervisor £10.25 per hour
<b>ACCOUNTABLE TO</b>	Services Manager
<b>ANNUAL LEAVE</b>	4 weeks plus bank holidays in addition

### AIM OF THE POSITION

To work in a supervisory role overseeing the Out of School Playworker team to deliver exceptional inclusive childcare in a safe and stimulating environment.

### ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of all policies ensuring all procedures are reinforced and correctly adhered to at all times.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the quality of the staff team by developing own knowledge of child development, taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

### SPECIFIC TO THE ROLE

9. To work as part of a team to deliver exceptional childcare in accordance with the Statutory Guidance and other legislations by;
  - a) co-ordinating the Out of School team including working closely with volunteers and students
  - b) Supervising the club and ensuring the general smooth running of the service, ensuring staff are fully informed and directed including when working off site
  - c) Overseeing the planning and delivery of a range of pre-planned activities ensuring the staffing and resources required are in place
  - d) Contributing to the development of the club by promoting and recruiting new families and ensuring children's ideas are included in the planning of future activities and developments



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- e) Ensuring the participation of each child by working with team to address individual children's needs
- f) Ensuring the general health, safety and welfare of the children attending each session including the personal care, medication and special dietary requirements of the children
- g) Dealing with all enquiries in an effective and professional manner and following up on any enquiries
- h) Maintaining the cleanliness and tidiness of equipment and leaving the premises in an orderly state. Report any damages or replacement materials required to the Operations Manager.
- i) Overseeing the implement of the supervision of all staff in the Out of School service
- j) Contributing to the learning and development of the team regarding play and inclusion
- k) Contributing towards the recruitment, induction and mentoring of new play workers to support their development and training
- l) Keeping all necessary paper work and records in order including registers, accident forms, medication administration forms and child contact details
- m) Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the Operations Manager
- n) Ensuring the 'supervisor / manager on site' task list is completed at the end of each session, including being responsible for opening and closing building as required
- o) Liaising with the Operations Manager on a regular basis to provide updates on pre-agreed targets and objectives.

### **AND FINALLY...**

10. To undertake any necessary training and carrying out other duties associated with this post for the effective running of the service.