



Job Description

JOB TITLE	Out of School Supervisor
PLACE OF WORK	Honeycroft, St. Barnabas Hall, Sackville Road, Hove
DAYS/HRS	24hrs per week – full year, with additional hours available during school holiday and for cover
PAY BAND	Supervisor - £13.50 to £15.80 (dependent on experience)
ACCOUNTABLE TO	Services Manager
ANNUAL LEAVE	4 weeks plus bank holidays. Extra day allowance for 'birthday' month after one year of service.

ALL STAFF

As a valued member of the Honeycroft team, you will play an important role in helping us create a warm, inclusive, and high-quality environment for children and families.

Key responsibilities will include:

1. Showing a strong commitment to the aims, objectives, vision, and values of Honeycroft, and helping to bring them to life in your daily work.
2. Being familiar with, and consistently following, all Honeycroft policies and procedures to ensure a safe and nurturing environment.
3. Always maintaining confidentiality and using discretion in all aspects of your work.
4. Representing Honeycroft in a professional, respectful, and positive manner at all times.
5. Supporting our communication, marketing, and fundraising efforts to help strengthen and grow our community.
6. Encouraging family involvement and helping to build strong, positive relationships with the wider Honeycroft community.
7. Actively contributing to the growth and development of the team by continuing to build your own knowledge of child development, participating in training, and offering support or mentoring when needed.
8. Attending meetings, training sessions, and planning activities as reasonably required, to support collaboration and continuous improvement.

SPECIFIC TO THE ROLE

To oversee the Out of School team and offer for primary school aged children, delivering exceptional inclusive childcare in a safe and stimulating environment.

- a) Co-ordinating the Out of School team including working closely with volunteers and students.
- b) Overseeing the club and ensuring the general smooth running of the service, ensuring staff are fully informed and directed including when working off site.
- c) Lead the planning and delivery of a range of pre-planned activities ensuring staffing and resources 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.
- e) Ensuring the participation of each child by working with team to address individual children's needs.



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- f) Ensuring the general health, safety and welfare of the children attending each session including the personal care, medication and any special dietary requirements are met.
- g) Dealing with all enquiries in an effective and professional manner.
- h) Maintaining the cleanliness and tidiness of equipment and leaving the premises in an orderly state.
- i) Reporting any damages or replacement materials required to the line manager.
- j) Overseeing the implement of the supervision of all staff in the Out of School service, including running regular team planning sessions.
- k) Liaising with the Learning & Development Manager to address any learning and training needs of the team regarding.
- l) Keeping all necessary paperwork 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 designated safeguarding lead.
- 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 line 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.

PERSON SPECIFICATION

A warm and organised person, with a strong commitment to working with children.

- A willingness to complete an Enhanced DBS check and provide two references.
- A relevant qualification at Level 3 or higher. (Childcare / Playwork / Youth Work).
- Experience working with primary school aged children and a strong understanding of their emotional and care needs.
- A good awareness of health and safety practices related to children.
- A clear commitment to equality, diversity, and inclusion, in line with the Centre's Equal Opportunities Policy.
- A level of physical fitness that enables the safe moving and handling of equipment.
- The ability to work both independently and collaboratively as part of a supportive team.
- Strong communication skills, with the ability to build trust and maintain positive relationships with parents and carers.
- A good level of literacy and attention to detail, with the ability to keep accurate and clear records.
- A positive, friendly attitude and the enthusiasm to help create a happy, well-organised, and family-focused environment,