



Reports To: Head Teacher or other nominated person

Hour of Duty: Term time FTE 36 (Monday to Friday minimum of 7 hrs per week)

3.00 to 6.15 daily on days worked

Fixed term contract to 31st August 2027

Starting Salary: Scale 1c/2 SPO3 £28,617 pro-rata £15.24 p/h

After School Club Supervisor

Main Purpose of the Job

To assist in the coordination of the After School Care Facility

To provide supervision, socialisation & play activities for children aged 4-11

Key Accountabilities

- To assist the coordinator in their tasks associated with the efficient and safe running of the After School Club
- To supervise and assume responsibility for the safety, welfare and enjoyment of the children attending the after school club.
- To provide a secure and fun environment for the children.
- To prepare, lead and facilitate an exciting programme of activities including play, sports, arts and crafts, multi-media, indoor and outdoor activities where appropriate.
- Set-up and clean-down at the beginning and the end of the session.
- dealing with spillages, washing-up, ensuring the kitchen, dining furniture and area are clean, with due regard to proper hygienic control, Health and Safety etc
- Ensure equipment is properly maintained and fit for use by children.
- To communicate effectively with the appointed Manager, ensuring open discussion on any issues relating to the Clubs.
- To effectively liaise and communicate with parents about their children's behaviour and interests.
- Plan and provide nutritional snacks at specified time during the session.
- To strictly adhere to procedures for signing-in and signing-out children from the Clubs and hand-over to teachers / parents.
- Participate in training and development where appropriate.
- To ensure the maintenance of discipline and good conduct, welfare and safety within the school premises.
- To work within the policies of the school.
- To keep the Head teacher or other nominated officer informed of matters requiring attention.



These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.

Date: 24th July 2026

