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CW8 2RW

★ **Aspire** ⚙️ **Discover** ✨ **Flourish**

“With God, all things are possible.”

Matthew 19:26

After School Club Supervisor – Job Description

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

JOB TITLE: Out of School Club Deputy

REFERENCE: AAAD5102

GRADE: 4

RESPONSIBLE TO: Headteacher and School Business Manager

JOB PURPOSE

To assist the supervisor/manager in providing a high quality, inclusive play and care centred service that meets the needs of children, young people and their families. To assist the supervisor/manager in the day to day organisation and operation of the club in line with club policies and procedures, the National Standards for Out of School Care and statutory guidance for Safeguarding Children.

PRINCIPAL RESPONSIBILITIES

- 1 Assist the manager, as appropriate, to ensure the smooth running of the club, promoting positive attitudes and attending meetings as appropriate.
- 2 Support a team of playworkers to provide a safe, stimulating environment for the children and young people and ensure play materials and equipment are properly used, maintained and stored, and report any worn or damaged materials to the manager.
- 3 Supervise children and young people and organise and prepare creative and appropriate play opportunities for the children, ensuring the play area is left in a clean and tidy condition at the end of each session.
- 4 Ensure the safety of all children in the event of a fire, fire drill or other emergency and administer first aid when necessary.

- 5 Support the manager in the day to day administration, collection of fees, record keeping and provision of snack.
- 6 Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures
- 7 Record and monitor the safe arrival and departure of children and young people.
- 8 Work closely with parents to create and develop open and inclusive working partnerships which support the development of their children.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.

Last review date: September 2026

Next review date: September 2027

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

After School Club Supervisor - Person Specification

Attribute	Person Specification	Essential / Desirable	Evidence
Qualifications & Training	Good standard of Literacy and Numeracy.	E	AF, R, I
	Willingness to undertake relevant training and professional development.	E	
	Commitment to safeguarding and promoting the welfare of children.	E	
	Level 2 or Level 3 qualification in Childcare, Playwork, Teaching Assistant, Early Years or a related field.	D	
	Paediatric First Aid qualification.	D	
	Food Hygiene Certificate.	D	
	Safeguarding training.	D	
Experience	Experience of working with primary-aged children in a school, childcare, sports, youth work or similar setting.	E	AF, R, I
	Experience of supervising groups of children and creating a safe, positive environment.	E	
	Experience of working as part of a team.	E	
	Experience of building positive relationships with children, parents and colleagues.	E	
	Previous experience working in a wraparound care, after school club or holiday club setting.	D	
	Experience of planning and delivering play-based activities.	D	
	Experience of administering first aid.	D	
	Experience of supporting children with additional needs.	D	
	Experience of working with children who have special educational needs and disabilities	E	
Personal & Professional Qualities	Supportive of the ethos and values promoted within our Christian school.	E	AF, I
	Caring, patient and approachable.	E	
	Enthusiastic and committed to providing high-quality care for children.	E	
	Reliable, trustworthy and punctual.	E	
	Committed to continuous professional development.	E	
	Willing to contribute to the wider life of the school community.	E	
Skills and Abilities	Ability to organise and lead engaging activities for children.	E	AF, I, R
	Ability to supervise children effectively and maintain high standards of behaviour.	E	
	Ability to communicate clearly and professionally with children, parents and staff.	E	

Attribute	Person Specification	Essential / Desirable	Evidence
	Ability to work independently and use initiative when required.	E	
	Ability to maintain accurate records and follow procedures.	E	
	Ability to remain calm and respond appropriately in emergencies.	E	
	Good organisational and time management skills.	E	
	Ability to work flexibly and adapt to changing situations.	E	

Safeguarding Statement

The successful applicant will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people. The appointment will be subject to an Enhanced DBS check with Barred List check, satisfactory references, online searches, verification of identity, right to work, qualifications and employment history, in line with Keeping Children Safe in Education (KCSIE) 2026 requirements.

E: Essential

R: Reference

D: Desirable

AF: Application Form

I: Interview