Wellingborough School

JOB DESCRIPTION

**Post : After School Club Supervisor**

1. **General**

Wellingborough School is a co-educational independent day school of some 830 pupils ranging between 3 & 18, which comprises three elements, namely Senior, Preparatory and Pre-Preparatory. The Headmistress of the Pre-Preparatory School is your line manager and you should refer to her regarding any procedural issues. As a member of the support services staff at Wellingborough School the appointment lies within overall control of the Bursar who is responsible to the Governors for the general administrative and financial management of the School, including support services staff.

1. **Principal Duties** :

* Supervise the pupils, aged 3-8, with the help of three other full-time staff, using the After School Club facility to ensure that a secure and safe environment is provided.
* Organise activities and interact with the children.
* Help to set up and put away equipment used.
* Adhere to the School’s Health and Safety policy and any other relevant School policies.
* Liaise with parents as appropriate.

1. **Hours of duty.**

3.30 p.m. to 5.00 p.m. Monday to Friday during term time. The nature of appointment dictates that a measure of flexibility will be required.

4. **Salary**

The salary for this appointment will be as set out in the contract of employment.

5. **Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

6. **Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.  If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person(s) or to the Headmaster.

**Applications**

The application form should be returned together with a covering letter in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.   Please send them for the attention of Mrs Karen Harrison, HR Manager to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by 1pm Friday 8th December 2017.

Interviews will take place on 13th December 2017.