

<b>Job Title</b>	Extended Services Supervisor
<b>Band/Job Group</b>	Grade 1 SCP 1-3
<b>Hours/Weeks</b>	21 hours 15mins a week    43.69 Weeks a year
<b>Special Conditions</b>	
<b>School</b>	Rowley Park Primary Academy – Victoria Academies Trust
<b>Responsible to</b>	Headteacher

**Job Summary**

- Working under the direction of the Extended Services Manager to supervise children during breakfast & after school provision.

**Additional duties and responsibilities**

- To help ensure that the arrival and departure of children is properly recorded and monitored.
- Escorting children to and from classrooms to wraparound provision.
- To be part of the team providing a safe, stimulating environment for the children, with creative and appropriate play opportunities.
- To assist in ensuring the safety of all those children at the club in the event of a fire, fire frill or emergency.
- To act in a responsible manner towards children at all times.
- To be responsible, with other team members for ensuring that play materials and equipment are properly used, maintained and stored and for any worn or damaged materials to be reported to the manager.
- To help ensure that the areas used by staff and children are left tidy and clean.
- If qualified to administer or supervise any first aid as required and appropriate.
- To attend meetings as appropriate.
- To complete all food hygiene courses as necessary for role.
- To prepare food snacks for children and ensure area is cleaned and tidied.
- To undertake any other reasonable duties as directed by the extended services manager.
- To participate in the operation of the Trust's personal performance development scheme.
- It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and

any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work



## PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	Desirable – Child Related Qualification
Experience	Experience of work in childcare or primary children
Training	Willing to attend relevant training
Special Knowledge	An understanding of child development
Circumstances	Willingness to work flexibly to meet requirements of the post

Disposition	<p>Good communication skills</p> <p>Reasonable level of Literacy skill</p> <p>Ability to work as a team member</p> <p>Awareness of and respect for the needs of the individual child and their families including multi-cultural and inclusive practices.</p> <p>Commitment to working in partnership with parents</p>
Practical and Intellectual Skills	<p>Ability to communicate effectively</p>
Legal Requirements	<p>All employees must adhere to the Authority's Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work.</p> <p>Enhanced DBS Check for Regulated Activity</p>