

JOB DESCRIPTION

Designation:	Extended Services Supervisor	Grade:	Scale 5
Reports to (Designation):	Head Teacher	School:	Chelwood Nursery School

Main Purpose of the job:

Under the direction of the Headteacher/Deputy Headteacher, supervise the day to day organisation and operation of Chelwood's Extended Day Service.

Summary of Responsibilities and Personal Duties:

1. Ensuring the delivery of developmentally appropriate play opportunities in a safe and caring environment to meet the needs of the children in the group.
2. Supervising a team of EYFS play-workers.
3. Carry out; the day to day administration of the service, ensuring confidential record keeping, coordination of food/meal ordering and preparation ensuring individual dietary requirements are met, and preparation/packing away of materials and equipment.
4. Organising appropriate and exciting range of activities to meet individual needs, ensuring the club is fully inclusive.
5. Organise the administration of paediatric first aid as appropriate and ensure the any injury or sickness is reported following the school's first aid/accident arrangements.
6. To build partnerships with and encouraging the involvement of parents to support the emotional wellbeing of children within the service.
7. Carrying out all responsibilities and activities within Chelwood's equal opportunities framework.
8. Work within agreed Chelwood's policies including Safeguarding procedures and Behaviour management.
9. Responsibility for ensuring all children are received safely into the service and collected by an appropriate adult at the end of sessions.
10. Checking all resources are cleaned and put away at the end of the session.
11. Maintaining administrative records in liaison with the School's Business Manager to ensure that school records are kept up to date.
12. You will have responsibility for the health, safety and welfare of children attending the Extended Day Services, including completing appropriate risk assessments.
13. To organise and run regular team meetings.

PERSON SPECIFICATION

JOB TITLE: Extended Service Supervisor

POST NO:

DEPARTMENT: Chelwood Nursery School

GRADE: Scale 5

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community S
- Understanding of how equality and diversity relates to this post S

Knowledge

- An understanding of good quality child-care in the EYFS S

Skills

- Ability to provide and facilitate safe, creative play S
- Ability to communicate at all levels S
- Ability to manage and lead a team S
- Ability to meet children's individual needs S
- Ability to be well organized and work under own initiative S
- Ability to use judgement and common sense

Experience

- Experience of working with 2 – 8 year olds S
- Some experience of administration

General Education

- Level 3 qualified for the EYFS S
- A current first aid certificate (or be willing to acquire one)
- A current driving licence (preferred)
- Food hygiene certification (preferred)

Personal Qualities

- Interested in providing a caring, nurturing and inclusive environment for nursery children in our extended day provision
- Keen to be part of our Outstanding Chelwood Nursery School team

Circumstances

- Ability to work a fixed pattern (average of 26 hours paid per week). Hours of work structured differently between school term time and school holidays. The fixed working arrangements are set out below.

Term time (39 weeks per year)

- Breakfast Hours - 1.5 hours per day, 7:45 – 9:15 for 5 days per week
- After School Hours - 3 hours per day, 15:00 – 18:00 for 5 days per week

School holidays (13 weeks per year)

- Holiday Club - 8:30 – 16:00 (5 days per week)
- Agreement to take annual leave when it least disrupts the service, in consultation with the Headteacher.

DBS Disclosure Required? **No** **Basic** **Enhanced** **Yes**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post