



Kelly College Preparatory School  
After School Care Team (Biscuit Club)  
Job Description

**Job title: After School Care Supervisor  
Responsible to the Headteacher**

Duties:

1. To care for children from aged 3 years to 11 years of age.
2. To ensure that the arrival and departure of children is properly recorded and monitored on all registers (Afterschool care, other school clubs and weekly school registers).
3. To encourage, lead and support the After School Care Assistants to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
4. To supervise all Club activities including games, puzzles, construction toys, colouring in/crafts, Videos and Computers.
5. To ensure the safety of all those children at the Club in the event of a fire, fire drill or other emergency.
6. To ensure and contribute to the smooth and efficient operation of the Club.
7. To take part in the day to day administration, record-keeping, ordering and purchasing of materials and equipment.
8. To plan and prepare activities, games & displays.
9. To work towards providing equal opportunities in all aspects of the work and abiding by agreed policies.
10. To act in a responsible manner towards children and adults at all times.
11. To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored (in locked cupboard) and for reporting any worn or damaged materials to the Head teacher.
12. To arrange and supervise the hygienic provision of refreshments for the children, recognising the principles of a balanced diet. (Fresh fruit, digestive biscuits, cup of Juice/Water).
13. To supervise the cleaning and ensure that the areas used by the club are left tidy and clean.
14. If qualified, to administer or supervise any first aid as required and appropriate.
15. To record or supervise the recording of any accidents/incidents in the accident book.
16. To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
17. To attend meetings and inset days as appropriate.
18. At the end of the day make sure all windows and doors are locked, lights are turned off and back door (near kitchen) is locked.



**Job title: Afterschool Care (Biscuit Club) Assistant  
Responsible to the Supervisor and the Headteacher**

Duties:

1. To care for children from aged 3 years to 11 years of age.
2. To ensure that the arrival and departure of children is properly recorded and monitored on all registers (Afterschool care, other school clubs and weekly school registers).
3. To assist the Club Supervisor and Club Assistants as appropriate to ensure the smooth and reliable operation of the Club.
4. To assist the Club Supervisor and Club Assistants to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
5. To assist in ensuring the safety of all those children at the Club in the event of a fire, fire drill or other emergency.
6. To assist with the day to day administration and record-keeping.
7. To work towards providing equal opportunities in all aspects of the work and abide by agreed policies.
8. To act in a responsible manner towards children and adults at all times
9. To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the After School Care Supervisor.
10. To assist in the preparation of the refreshments for the children.
11. To ensure that the areas used by the club are left tidy and clean.
12. If qualified, to administer or supervise any first aid as required and appropriate.
13. To record any accidents/incidents in the accident book.
14. To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
15. At the end of the day make sure all windows and doors are locked, lights are turned off and back door (near kitchen) is locked.

*At all times helping implement the policy that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*