

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Breakfast and After School Club Supervisor		<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>	
<b>Band:</b> 1		<b>Workplace:</b> School based			<b>JE ref:</b> SG52 <b>HRMS ref:</b>
<b>Responsible to:</b> Headteacher		<b>Date:</b> March 2025	<b>Lead &amp; Man Induction:</b>		
<b>Job Purpose:</b> Under the direction of the Headteacher, to ensure the safety, welfare and good conduct of pupils during the wrap around care sessions.					
<b>Resources</b>	Staff	None.			
	Finance	None.			
	Physical	None.			
	Clients	Parents and pupils			
<p><b>Duties and key result areas:</b> Individually or as part of a team, include but are not restricted to:-</p> <ol style="list-style-type: none"> <li>1. Supervise pupils in the hall, classroom or group room depending on activity and size of group.</li> <li>2. Ensure the maintenance of good order and discipline.</li> <li>3. Deal with accidents and incidents in accordance with school procedures.</li> <li>4. Clean up spillages as necessary.</li> <li>5. Take a register.</li> <li>6. Prepare breakfast or light snack.</li> <li>7. Encourage children to play and interact with one another.</li> <li>8. Order food when necessary.</li> <li>9. Suggest and order resources for pupil activities.</li> <li>10. Other duties appropriate to the nature, level and grade of the post.</li> </ol> <p>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. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>					
<b>Work Arrangements</b>					
Physical requirements:		None.			
Transport requirements:		None.			
Working patterns:		Monday to Friday			
Working conditions:		.			

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**PERSON SPECIFICATION**

<b>Post Title:</b> Breakfast and After School Club Supervisor	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b> SG52
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
Must be willing to undertake and keep update Child Protection training.		
<b>Experience</b>		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
<b>Skills and competencies</b>		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
<b>Physical, mental and emotional demands</b>		
Ability to work all year round.		
<b>Motivation</b>		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
<b>Other</b>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits