



Job Descriptions.

Job title: Club Supervisor:

Responsible to: the Club Proprietor/ Management Committee.

Duties:

1. To ensure that the arrival and departure of children is properly recorded and monitored.
2. To encourage, lead and support a team of Playleaders to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
3. To supervise all Club activities.
4. To ensure the safety of all those children at the Club in the event of a fire, fire drill or other emergency.
5. To ensure and contribute to the smooth and efficient operation of the Club.
3. To take part in the day to day administration, record-keeping, ordering and purchasing of materials and equipment.
- 4 To plan and prepare activities.
5. To work towards providing equal opportunities in all aspects of the work and abiding by agreed policies.
6. To act in a responsible manner towards children at all times.
7. 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 Proprietor/ Management Committee.
8. To encourage the staff towards improving performance, by regular reviews, team meetings and suggested training.
9. To arrange and supervise the hygienic provision of refreshments for the children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.
10. To supervise the cleaning and ensure that the areas used by the club are left tidy and clean.
11. If qualified, to administer or supervise any first aid as required and appropriate.
12. To record or supervise the recording of any accidents/incidents in the accident book.
13. To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
14. To attend meetings as appropriate.
15. To undertake any other reasonable duties as directed by the Club Proprietor/ Management Committee.

Appendix 9.2

Appendix 9.3

Example job descriptions.

Job title: Play leader:

Responsible to: The Club Supervisor.

Duties:

1. To assist in the Club, helping to ensure its smooth and reliable operation.

2. To help ensure that the arrival and departure of children is properly recorded and monitored.
3. To be part of the team of play leaders providing a safe, stimulating environment for the children, with creative and appropriate play opportunities.
4. To assist in ensuring the safety of all those children at the Club in the event of a fire/drill or other emergency.
5. To act in a responsible manner towards children at all times
6. 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 Club Supervisor.
7. To help to ensure that the areas used by the club are left tidy and clean.
8. If qualified, to administer or supervise any first aid as required and appropriate.
9. To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
10. To attend meetings as appropriate.
11. To undertake any other reasonable duties as directed by the Club or Assistant Club Supervisor.