

**GLENESK**

**Pre-Prep School & Nursery**

**JOB DESCRIPTION**

Stay & Play Supervisor

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| Job Title: **Stay & Play Supervisor**  Responsible to: The Head and Deputy  Key purpose of the job: To work as part of the Glenesk Team and be responsible for the After School Stay & Play provision |

**Key Deliverables:**

General

1. To be responsible to the Head and Deputy
2. To promote the education, welfare and personal care of pupils, having regard to the aims and objectives of Glenesk School and its policies
3. To establish and maintain good relations with pupils, parents and support staff, including peripatetic staff and outside agencies
4. To Set a good example in terms of dress, punctuality and attendance
5. To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils

Responsibilities are as follows:

**Organisation**

* Keep accurate records of pupil attendance and pass them to Business Manager for invoicing
* Oversee the After school Club assistant
* Create a secure play environment
* Plan activities/ resources to match pupil’s interests
* Liaise with parents and pass messages from teachers
* To run Stay & Play facility on a daily basis
* To ensure toys are clean, left tidy and are in good order
* To restock toys and games when needed after liaising with Head/Deputy
* To keep Stay & Play room tidy and well presented including putting up a display of children’s drawings/activities

**Planning**

* To plan activities and play for the children
* To responsible for letting the Head/Deputy know if cover is needed

**Health and Welfare**

* To promote and be responsible for the Health and welfare of the children within the Nursery
* To supervise the children both in and out of doors
* To supervise quiet/rest periods and ensure children are supervised if sleeping
* To administer first aid
* To perform kitchen duties and maintain cleanliness and hygiene
* To attend to children’s personal hygiene and bathroom hygiene
* To maintain a safe environment indoors and outside
* To ensure all toys and equipment are maintained to a clean, safe and acceptable standard
* To change nappies and be responsible for children’s toileting.
* To attend to children’s personal hygiene and bathroom hygiene
* To give the children tea each day and liaise with catering manager to ensure dietary requirements of pupils are adhered to for tea time snack

**Safeguarding Children**

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services

September 2019