

Job Description & Person Specification



Wrap Around Care Play Supervisor

Breakfast Club & After School Club

Great Milton CE Primary School

Salary: Pay £14.63 per hour (term time only)

Hours: *Breakfast Club: 7.30-8.45am / ASC: 3.30-6.00pm*

Contract: Permanent / Part-time

Start date: September 2026

Responsible to: Headteacher / Business Manager

JOB DESCRIPTION

1. Core Purpose of the Role

To provide high-quality supervision, care and play opportunities for pupils attending Breakfast Club and After School Club. To ensure a safe, nurturing and inclusive environment that reflects the school's ethos "*With love we flourish*" and supports children's wellbeing at the start and end of the school day.

2. Main Duties and Responsibilities

Child Supervision and Welfare

- Welcome children warmly and ensure they feel safe, valued and included.
- Supervise pupils at all times, promoting positive behaviour and respectful relationships.
- Support children's social, emotional and physical wellbeing.
- Administer basic first aid (training provided) and follow school procedures for accidents and incidents.
- Follow safeguarding procedures consistently, reporting concerns promptly.

Play and Activity Provision

- Plan and facilitate a range of age-appropriate play, creative and recreational activities.
- Encourage cooperative play, independence and positive social interaction.
- Set up and clear away resources, ensuring equipment is safe and well maintained.
- Support outdoor play and ensure safe use of playground areas.

Food Preparation and Mealtime Support

Prepare and serve simple, healthy breakfasts in line with food hygiene standards.

- Promote good table manners and positive social interaction during mealtimes.
- Ensure dietary needs and allergies are followed accurately.

Organisation and Administration

- Take accurate registers and ensure children are collected safely by authorised adults.
- Maintain clear communication with the Wrap Around Care Manager and school staff.
- Follow all school policies including safeguarding, behaviour, health and safety, and confidentiality.
- Contribute to risk assessments for activities and environments.

Teamwork and Professional Conduct

- Work collaboratively with colleagues to ensure smooth running of the provision.
 - Attend relevant training, including safeguarding, first aid and food hygiene.
 - Model professionalism, kindness and respect in all interactions.
 - Support the Christian ethos and values of the school.
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PERSON SPECIFICATION

1. Qualifications & Training

Essential

- Good general education (GCSE English and Maths or equivalent).
- Willingness to undertake mandatory training including safeguarding, food hygiene and first aid.

Desirable

- Paediatric First Aid qualification.
- Food hygiene certificate.
- Playwork or childcare-related training (e.g., NVQ Level 2/3).

2. Experience

Essential

- Experience working with children in a school, childcare, youth work or play setting.

- Experience supporting children's wellbeing and positive behaviour.

Desirable

- Experience planning or leading play activities.
- Experience supporting children with SEND.
- Experience working in wrap-around care or similar provision.

3. Knowledge & Understanding

Essential

- Understanding of safeguarding and child protection responsibilities.
- Awareness of health and safety in play environments.
- Understanding of inclusive practice.
- Awareness of the needs of primary-aged children.

Desirable

- Knowledge of playwork principles.
- Understanding of food hygiene and allergy management.
- Understanding of or willingness to engage with the school's Christian ethos.

4. Skills & Abilities

Essential

- Ability to build warm, positive relationships with children and families.
- Ability to lead and facilitate engaging play activities.
- Strong communication and interpersonal skills.
- Calm, patient and consistent approach.
- Ability to work effectively as part of a team.
- Ability to use initiative and respond to children's needs.
- Reliability, punctuality and strong organisational skills.

Desirable

- Ability to adapt activities for children with additional needs.
- Ability to contribute to planning and improving the provision.

5. Personal Qualities

Essential

- Warm, caring and child-centred approach.
- Commitment to safeguarding and promoting the welfare of children.
- Positive, flexible and proactive attitude.
- Professionalism, confidentiality and integrity.
- Commitment to the school's values and ethos.

6. Additional Requirements

Essential

- Willingness to work the required hours for Breakfast Club and/or After School Club.
- Willingness to undertake relevant training as required by the school.
- Suitable to work with children and subject to enhanced DBS clearance.

Equal opportunities

- Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.