



Oakhurst Grange School

The position: After School Care Supervisor
15.15 pm – 18.15 pm Monday – Friday - term time only

- Age range ~ 4 to 11 years.

Responsible to:

The successful candidate will be responsible to the Deputy Headteacher, the Headteacher and Board of Management.

Responsibilities:

- To obtain the register of pupils attending and walkie-talkie from the office on arrival.
- To register each child with the arrival time to the session. Office to be contacted by walkie-talkie if registered pupils do not arrive.
- To provide a drink of water and biscuit to each child present at 15:45.
- Attendance register to be signed with the time out on collection of their child.
- The Office Staff/SLT will provide the after school tea at 17:00 which is to be given to the pupils staying until 18:00.
- Between 17:00 and 18:00 telephone calls to be taken and messages to be recorded in the Message book.
- At 18:00 after all children dismissed the register, telephone and after school message book to be returned to the office and the answerphone machine is to be enabled.
- After School room to be cleaned and tables wiped down at the end of the session.
- Exit door to be locked on leaving at 18:15.
- Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.
- Any behavioural incidences to be reported to SLT initially and recorded.
- To ensure a safe, stimulating environment.
- Basic First Aid required, training will be provided to the appropriate candidate if necessary.

Personal Profile:

The successful candidate will be:

- Enthusiastic and willing to 'go the extra mile'.

He or she will have:

- An ability to preserve and enhance the team spirit
- Excellent communication skills
- The ability to relate well to children, teachers, domestic staff, teachers, Head and the Board.
- A sense of humour equating to a sense of proportion

Salary:

- Oakhyrst Grange Pay Scale dependent on experience

Details Required

- Fully completed application form
- Covering letter
- Full Curriculum Vitae
- Two references prior to interview upon request
- Satisfactory Online Check
- Copies of DBS checks, qualification certificates etc. will be required at interview along with three proofs of identity for a school DBS check.

Key dates:

- Closing date for applications – Friday 12th September 2025
- Short-listed candidates will be called for interview w/c Monday 22nd September 2025