

# **CMS Morning Club Supervisor Job Description**



## **Summary of Position:**

CMS (Cardiff Montessori School) staff should be highly professional, confident, well organised and conscientious. The role requires an approachable manner, welcoming nature and good communication. Like all staff at CMS, they must have patience, love and respect for children. They must have an understanding and love of the Montessori method and work following its ethos. The children's wellbeing is always at the forefront of what we do. All staff are crucial in modelling courteous and respectful behaviour as well as contributing to the warm, supportive, and calm atmosphere that is the hallmark in Montessori classrooms.

Children arrive at 8am for morning club and leave to class at 8:45am.

## **The role involves:**

- Ensuring the games and craft trolley is stocked and prepared.
- Supervising children while they engaging in activities and assisting them as needed.
- Preparing and serving breakfast to children who require this.
- Cleaning up at the end of the club

**Hours of work** are 7:40am to 9:20am Monday to Friday. Approx 40 weeks of the year term time only.

**Start date:** 22/11/21

**Place of work:** 73 Ty Glas Ave, Llanishen, CF14 5DX.

**Requirements** (CMS can arrange for the training if not already held):

- Food hygiene level 3
- DBS check
- Paediatric first aid

**Closing date for application:** 15/11/21. We reserve the right to close applications earlier. Apply by sending a cover letter and CV to [jobs@cms.cardiff.sch.uk](mailto:jobs@cms.cardiff.sch.uk) . Candidates must have permission to work in the UK.

**Interviews:** will be held week of 15th Nov 2021.