



BLAIRGOWRIE PRIMARY SCHOOL

40 Gavin Avenue, Blairgowrie. * PO Box 71, Pinegowrie, 2194
Tel: 011-782 5406 * email: info@bpschool.org.za * www.blairgowrieprimary.org.za

Post Available Blaircare Supervisor

The SGB is seeking a highly motivated and experienced **Aftercare Supervisor** to lead and manage the aftercare program at **Blairgowrie Primary School**. This position is available from 17 June 2025.

About the Role:

The candidate will be responsible for developing and maintaining a structured, engaging, and safe aftercare program that supports the **educational, physical, social, and nutritional** needs of learners. This role requires strong leadership, excellent organisational skills and the ability to manage staff, learners and parent communication effectively.

Job Type: Permanent
Salary: Market Related

Please note, any relationship with any known employee or service provider of the school **must be** declared.

Please forward your **detailed CV** with copies of your qualifications by **16 May 2025 before 08:00** to hr@bpschool.org.za. You may also hand-deliver hard copies of your application, addressed to:

HR Administrator, Blairgowrie Primary School, 40 Gavin Avenue, Blairgowrie.

Your application must be accompanied by a covering letter, detailing your current position, qualifications and work experience as well as your current earnings.

Key Responsibilities:

- **Program Management:** Oversee the daily and holiday aftercare programs, ensuring a safe, engaging, and structured environment.
- **Learner Development:** Create activities that support **academic, social and emotional growth** while maintaining a balance between programs and free play.
- **Health & Safety Compliance:** Ensure the safety and well-being of all learners, including food preparation, emergency procedures, and compliance with policies.
- **Staff Leadership:** Manage aftercare staff and interns, ensuring effective supervision and fostering a culture of passion and professionalism.
- **Parent & Community Engagement:** Serve as the primary contact for aftercare parents, manage registrations, and communicate updates effectively.
- **Budget & Administration:** Work with the school's finance committee to manage budgets, resources and staff schedules efficiently.
- **Behaviour Management:** Implement positive discipline strategies that create a nurturing and respectful aftercare environment.
- **Promotion & Growth:** Develop strategies to enhance the visibility and reputation of the aftercare program, increasing learner enrolment.

Essential Requirements:

- Proven experience in managing an **aftercare program, childcare facility or similar role**.
- Police Clearance and Sexual Offenders Register Clearance Certificate.
- Strong **leadership, communication and conflict resolution** skills.
- Ability to develop and implement engaging aftercare programs tailored to different age groups.
- Knowledge of **health, safety and child welfare** regulations.
- Proficiency in **Microsoft Office Suite (Word, Excel, Outlook)** and administrative systems.
- Ability to work independently and as part of a team.
- Passion for creating a **nurturing and enriching** aftercare environment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.