



## **Job Description**

### **Main Duties**

1. To provide support and a safe and secure environment for all children including those with additional requirements.
2. To take all steps necessary in order to ensure the safety and well-being of the children and members of staff for whom you are responsible.
3. In collaboration with colleagues, to plan and provide a high quality, safe plan and care environment for children during club hours.
4. Arrange for the preparation and provision of healthy snacks/breakfast to children who attend the club having due regard to appropriate Health & Hygiene and Health and Safety regulations.
5. To meet legal requirements of the EYFS framework and the requirements of the Childcare Register.
6. To ensure that all colleagues, children and parents are fully informed with regard to all policies and their implementation.
7. To establish good working relationships with the parents of children who attend the club.
8. To carry out day to day administration, record keeping, ordering and purchase of materials and equipment and stock control.
9. To work closely with members of the school's staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club.
10. To take responsibility for appropriate parts of the school's premises during club activities and work closely with the school's caretaker.
11. To promote the club at school events for example during 'new intake parents' meetings
12. To ensure that high quality promotional materials and administration documents are available to school staff at all times.
13. To carry out risk assessments for environment, any relevant activities and any trips and visits off site.
14. To promote the club in the local community.
15. To carry out all of the above duties with full regard of and commitment to equal opportunities for all children.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

## Person Specification

### Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

| <b>Skills and Knowledge</b> |  | <b>Method of Assessment</b>  |
|-----------------------------|--|------------------------------|
| 1.                          | Understanding of child development and the importance of play  | Application Form / Interview |
| 2.                          | Ability to provide and facilitate a range of appropriate and creative play and care activities in a safe and stimulating environment | Application Form / Interview |
| 3.                          | Ability to respond to and meet children's individual needs   | Application Form / Interview |
| 4.                          | Ability to build positive relationships and communicate with children and adults   | Application Form / Interview |
| 5.                          | Understand current legislation and quality practice with regard to Out of School Care Clubs  | Application Form / Interview |
| 6.                          | Awareness of safeguarding principles and safe working practices  | Application Form / Interview |
| 7.                          | Ability to respond calmly to challenging situations  | Application Form / Interview |
| 8.                          | Ability to manage colleagues sensitively and effectively   | Application Form / Interview |
| 9.                          | Ability to promote the club within the local and wider community   | Application Form / Interview |
| 10.                         | Ability to work individually and collaboratively and prioritise work effectively   | Application Form / Interview |
| 11                          | Understanding of and the ability to work with children with behavioural difficulties, SEN/disabilities                               | Application Form / Interview |
| 12                          | Willingness to undertake appropriate training as necessary   | Application Form / Interview |
| 13                          | Knowledge of EYFS, undertaking observations and liaising with reception class teachers   | Application Form / Interview |
| 14                          | Understanding of/ability to meet the needs of a multi-cultural community   | Application Form / Interview |
| 15.                         | Displays commitment to the protection and safeguarding of children and young people  | Interview                    |

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| 16. | Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedures | Interview |
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| Experience, Qualifications and Training |  | Method of Assessment                    |
|---|--|---|
| 1.                                      | Holder, working towards or willing to work towards an NVQ Level 3, BTEC Level 3 or equivalent in Playwork. Childcare | Application Form                        |
| 2.                                      | Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent                             | Application Form                        |
| 3.                                      | Experience of working with children and young people in a management/supervisor position                             | Application Form / Interview/References |

| Work Related Circumstances |  | Method of Assessment           |
|----------------------------|--|--------------------------------|
| 1.                         | The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk | Interview                      |
| 3.                         | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.                  | Application Form / Certificate |