



YATELEY MANOR LEISURE LTD

Holiday Club Assistant

Job Description:	Holiday Club Assistant
Reporting to:	Holiday Club Manager
Status of Post:	Seasonal appointment, subject to a probationary period of eight weeks during which suitability for the post will be monitored and performance will be assessed.
Hours:	8.15am to 5.30pm (Basic), Monday to Friday, school holiday periods only. Hours may vary depending on needs of the holiday club. Holiday Club Manager to confirm.
Author:	Bursar
Date:	May 2022

Key Purpose of the Role:

The post holder will assist in the provision of day to day supervised care for children in the Holiday Club, providing a challenging environment which encourages the children's all-round development. Work with others in ensuring that a continued high standard of care provisions is in place that meets the needs and aspirations of the School.

- Being part of a team of Assistants to provide an excellent level of care to the children within your supervision/activity.
- Delivering exciting and engaging activities including crafts, multi sports, woodland play, dance and drama. Suited to your personal interest and with support of our experienced holiday club team.
- Ensuring a safe environment at all times by complying with Health & Safety and department policies as well as making sure all facilities and equipment are well maintained and properly stored.
- Communicate effectively and build relationships with parents and children, informing them of key achievements or any issues during the sessions.

Duties:

- Involvement in the design and running of sessions overseeing activities of children ensuring that they are undertaken in a safe and effective manner and that relevant school policies and procedures are adhered to.
- To establish good working relationships with staff, pupils and parents. On occasions act as first point of contact for parents to answer or refer enquiries providing accurate and timely responses to enquiries and other routine matters.



- To contribute to the planning and preparation of activities including the organisation & clearing of the facility at the end of the session
- To assist in the care, maintenance etc. of toys and resources ensuring any faults or problems are reported.
- To assist in the preparation, serving & clearing away of snacks and packed lunches.
- To provide where appropriate basic first aid and record any incidents according to school policy and procedures.
- To communicate concerns, misbehaviour and information to the Holiday Club Manager and/or other staff as appropriate.
- Responsible for the safe removal and disposal of body fluids;
- To assist younger children with any toileting issues.
- To ensure children are handed over to parents/carers at the end of the day in accordance with school procedure.
- Undertake INSET and attend meetings as required.
- Cleaning of equipment and facilities.

Generic Tasks

- Act responsibly and within school policies taking a positive approach to service delivery.
- Identify opportunities for improvement in service delivery and implementing and evaluating changes, where required.
- Maintain professional competence and undertake appropriate training/education, as required.
- Ensure an understanding of national standards and school policies/procedures and how they apply to the role.
- Uphold the School's standing as a quality education provider in a professional, competent helpful and polite manner.
- Maintain strict confidentiality at all time



Health and Safety

Any matter which you consider requires attention in this respect is your responsibility to report to the Holiday Club Manager/Premise Team.

Key Interfaces

1. Holiday Club Manager
2. Bursar
3. Premises Team
4. Bursary Team
5. Parents and pupils (current and prospective)

Safeguarding

Yateley Manor School and Yateley Manor Leisure Ltd complies fully with the DfE Guidance *Keeping Children Safe in Education* and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the post holder will be responsible for ensuring the highest standards of Safeguarding are in place throughout the School and that all staff are fully trained and aligned to the School's overarching safeguarding purpose of providing a safe and supportive environment where children thrive. Safeguarding is, and must be seen to be, at the centre of all School activity.

Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.

Overview

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster, Bursar or Holiday Club Manager.



School Holiday Club Assistant - Person Specification

	Essential	Desirable
Educational Qualifications and Achievements		Level 3 Childcare NVQ or equivalent Paediatric First Aid Qualification Food Hygiene Certificate
Knowledge and Experience	Proven experience of working with children aged 5 - 13 years of age Understanding of Safeguarding	Experience of a childcare / school setting Health & Safety procedures Experience of planning and organising age appropriate activities Dealing with parents queries and issues providing solutions
Skills and Abilities	Basic level of numeracy & literacy Organisational skills ICT literate Ability to communicate to a variety of groups from children to parents and senior managers	Creative Skills Art and craft The ability to play / organise basic games / sporting activities
Attributes/ Qualities	Develop positive relationships with staff, pupils and parents Affinity with young children Work individually and as a member of a team A caring and flexible approach to working Punctuality and good time management Professional appearance and manner	Able to use own initiative Open to new ideas and willing to try different working practices Willingness to undertake professional development