



## St HELEN'S COLLEGE

### **Job Description/Person Specification Holiday Club Assistant**

A Holiday Club Assistant is expected generally to support the school's aims and ethos, and to support the Holiday Club Manager in providing a safe, stimulating and effective learning/play environment, high quality instruction, sensitive and appropriate pastoral care, and appropriate communications with parents.

Person specification - Essential qualities: Desirable qualities:

- Appropriate Level 1,2 or 3 qualification in playworker, childcare or EYFS
- Experience of working with 3-11 year olds
- Interest in sport, arts and crafts, drama, dance.
- Understanding the varied needs of children and their families
- Ability to work on own initiative, using judgement and common sense
- Familiarity with the Early Years Foundation Stage
- Competent in using IT

#### **The Holiday Club Assistant is expected to:**

- on first taking up appointment, follow through the school's induction programme
- abide by the terms of the contract of employment and staff handbook
- establish and maintain a good rapport with parents and colleagues
- be smart, well spoken, punctual and polite at all times
- maintain high standards of vigilance to ensure a safe and secure environment
- become trained and maintain currency in first aid, health & safety, allergy and asthma awareness, and safeguarding
- be aware of, and follow, all relevant school policies on non-academic matters e.g. health & safety, safeguarding and equality, diversity and inclusion.
- maintain a high level of awareness in respect of health & safety of staff and children and safeguarding of children.
- have responsibility for reporting on any matters relating to health & safety or safeguarding to the appropriate school personnel
- attend training meetings, as appropriate to the role.
- be flexible and, as necessary, arrive before the session starts and stay after the children are collected, for staff liaison, preparation, and clearing away
- encourage in the children, by example as well as instruction, courtesy and good manners

- run activities for Holiday Club sessions which provides a range of age appropriate activities which are stimulating and foster engagement by all pupils
- maintain high standards of food handling
- be actively involved with the supervision of children
- liaise effectively with parents and other school staff
- ensure tidiness and good order of the classrooms and cupboards, and the maintenance of stock such as pencils, books etc.
- provide first aid to children who are injured or ill and report on Medical Tracker to parents
- assist with the toileting of children, where necessary
- clear up spillage and accidents.

The hours associated with this role will be flexible depending on the holiday club rota. There may also be opportunity to work in our term time after school childcare provision called "Funtasia"

**In addition, the Holiday Club Assistant is encouraged to**

- attend school activities/functions such as Prizegiving and the Summer Fete
- attend training courses, paid for by the school, which will enhance expertise and awareness of educational issues

S. Drummond  
October 2021