**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| JOB TITLE | BEFORE & AFTER SCHOOL CLUB – LEVEL A | | |
| DEPARTMENT | People, Communities & Society – CYPF | SCHOOL | St Luke’s C E Primary School |
| GRADE | Grade 1 (SCP 12) £16,153 (pro rata to hours worked) | JE CODE | ESC1 |

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| **JOB PURPOSE**  To assist to provide a secure environment for all children attending the Before and After School Club through individual attention and group activities, and to organise appropriate range of creative and stimulating leisure activities for children between the ages of 3 & 11. |

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| **KEY TASKS – Service Delivery** | |
| 1. | To provide a safe, creative and appropriate play opportunities including preparing simple activities, arranging equipment and assisting to organise programmes. |
| 2. | To assist the Breakfast Club Co-ordinator to ensure that, a wide range of creative and enjoyable activities are offered that meet children’s individual and group needs including children from differing cultural and religious backgrounds. |
| 3. | To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities. |
| 4. | To encourage parental involvement and support through building effective positive working relationships, and to communicate with parents to assist with day-to-day caring needs for the child. |
| 5. | To work collaboratively with other team members in delivering a high quality service. |
| 6. | To give out drinks and healthy/nutritious snacks, following associated procedures on food hygiene and in accordance with the child’s dietary requirements. |
| 7. | To assist with the preparation of materials and equipment as required, and ensure all equipment is safe, clean and appropriate for use. |
| 8. | To ensure good standards of hygiene and cleanliness are maintained at all times. |
| **KEY TASKS – Policies & Procedures** | |
| 9. | To keep children’s health and personal records up to date. |
| 10. | To ensure all accidents are recorded in the accident book and the appropriate forms are completed. |

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| STANDARD DUTIES | |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

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| CONTACTS Headteacher, staff within the school, pupils, parents, guardians and carers, and the Early Years team at the Council |

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| RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT | |
| **Responsible to:** | After School & Breakfast Club Manager  Breakfast Club Deputy Co-ordinator |
| **Responsible for:** | Not Applicable |

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| SPECIAL CONDITIONS CRB Disclosure Required – Enhanced |

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|  | DATE | NAME | POST TITLE |
| PREPARED |  |  |  |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

Job Title: BEFORE & AFTER SCHOOL CLUB - LEVEL A

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | Willingness to work towards NVQ Level 3 qualification in Early Years, Child Care or Playwork  Willingness to work towards a paediatric first aid qualification  Willingness to gain basic Food Hygiene Certificate | NVQ level 3 in childcare or equivalent  Paediatric first aid qualification  Basic Food Hygiene Certificate | AF / I  AF / I  AF / I |
| **Experience** | Experience of working with, or volunteering to work with, children ages between 3 and 11 years old  Experience of effective team working | Experience of working in a children’s day care setting | AF / I  AF / I |
| **Skills & Abilities** | Interpersonal skills to communicate well with children and adults  Ability to establish and maintain effective record keeping systems  Organisational skills to prioritise work to meet deadlines |  | AF / I  AF / I  AF / I |
| **Knowledge** | Understanding of diversity and how to support children having equal opportunities to access activities in the Club  Awareness of the need for child protection policies  Awareness of health and safety and practical hygiene issues |  | AF / I  AF / I  AF / I |
| **Work circumstances** | Commitment to work occasional weekends and evenings |  | I |

*Abbreviations:* AF = Application Form; I = Interview.

**N.B. – Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**