



# Holiday Club Assistant

## Job Description

<b>Job summary:</b>	Assist with all day to day activities under the direction of the Holiday Club Manager. Provide quality play opportunities for children of school age and follow the Schools's policies and procedures.
<b>Line manager:</b>	Holiday Club Manager
<b>Responsible for:</b>	Planning, setting up and clearing away activities. Communicating well with children, staff, parents and carers; to ensure the safety and wellbeing of all within a friendly environment.
<b>Salary:</b>	From £12.26 (depending on experience)
<b>Hours:</b>	7.45am until 4.30pm – Monday to Friday (during 6 weeks of the school holidays.)

### Main duties include:

- Assist with planning, preparing, delivering, and clearing away quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children
- Setting up and clearing away the play space including moving furniture and play equipment
- Ensuring children's records are kept up to date (i.e.: registers, logging of first aid incidents)
- Consistently meeting children's individual needs
- Providing a safe, stimulating and varied programme for children of ages from 5 years through to 11 years.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary and following correct procedures in accordance with the Health and Safety policy.
- Consulting with children and involving them in planning and clearing away activities.
- Helping with Club administration, where necessary.
- Facilitating good communication with all members of the team, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Record keeping when appropriate
- Working within the framework of all the Schools/Clubs policies and procedures.
- Working as a member of a team
- Carrying out all tasks within an equal opportunities and accessibility framework
- Undertake additional cleaning when needed as required by government guidance

## Person Specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> <li>• Experience of working with school aged children in a professional capacity</li> <li>• Understanding the varied needs of children and their families</li> <li>• Understanding the issues of equal opportunities</li> <li>• Knowledge of ensuring children's safety and wellbeing within a childcare setting</li> <li>• Experience of providing and facilitating safe and creative play</li> <li>• Good communication skills</li> <li>• Able to work as part of a team</li> <li>• Sound judgement and common sense</li> <li>• Sufficient understanding and use of English to ensure the well-being of the children</li> <li>• Approachable, reliable and conscientious</li> <li>• Ability to communicate well with children, parents, carers, and staff</li> <li>• Ability to form professional relationships</li> <li>• Ability to work on own initiative</li> <li>• Ability to be flexible within the working environment and shift patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with school aged children</li> <li>• Understanding the issues involved in the delivery of quality child care and Play work</li> <li>• Level 2 or 3 Qualification in Early Years/Childcare or Play work</li> <li>• Experience of working within a play-based setting</li> <li>• Experience of administration</li> <li>• Competent in using IT to support the Club's administration</li> <li>• Current Paediatric First Aid Certificate or Full First Aid qualification</li> <li>• Food Hygiene Certificate</li> <li>• Appropriate Health and Safety training</li> </ul>
Personal qualities	
<ul style="list-style-type: none"> <li>• Calm under pressure, patient, adaptable and energetic</li> <li>• A caring and positive attitude</li> <li>• A good listener and sensitive to children's needs</li> <li>• A sense of responsibility</li> <li>• Positive behaviour management</li> <li>• A good sense of humour</li> <li>• Flexibility</li> <li>• A willingness to complete any training necessary prior to starting the role</li> </ul>	

All duties and responsibilities must be carried out with due regard to Coventry City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken with the corporate data protection guidelines.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A criminal Record Disclosure / DBS will be required prior to appointment.