



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Holiday Club Out of School Care Worker Hours: Casual Contract - Holiday Time: 8.15am – 4.15pm Monday – Friday (as needed)
Summary of the role:	The role of Holiday Club Out of School Care Worker is to provide excellent care and assist in delivering the activities programme to young children aged 3 -11 years of age throughout Sidcot School holidays. You will ensure that the needs of customers (parents and young children) are being met on a personal, educational/intellectual and emotional level.
Line management responsibility for	none
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <p>To provide quality childcare and support to the users of the Sidcot Holiday Club.</p> <p>To work within the legal framework, and Sidcot Schools own policies and procedures at all times.</p> <p>To play with the children and help them in creative and sport activities.</p> <p>To help children learn in a fun way.</p> <p>To assist in the provision of refreshments to the children and ensuring that required standards of health, safety and hygiene are maintained.</p> <p>To take on specific tasks as designated by the Out of School Care Manager.</p>



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	To undertake training as required by the role to ensure that the service operates within statutory requirements but also for professional development.
Line management duties and responsibilities	None



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You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <p>Level 2 or 3 childcare qualification or working towards a childcare qualification</p>	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <p>First Aid qualification Safeguarding Training Food Hygiene qualification</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <p>Experience of working with children</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <p>Experience of working in an Early Years setting</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <p>Good communication and interpersonal skills</p> <p>Enthusiastic</p> <p>Team player</p> <p>Ability to establish positive relationships with a range of people including children and parents</p> <p>Adaptable and flexible approach</p> <p>Self-motivated</p> <p>Calm manner</p> <p>Good organisational skills</p>	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <p>Creative</p> <p>Enjoys being physically active</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <p>Knowledge of early years childcare</p>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <p>Demonstrates a child centred approach which ensures safety and enjoyment of the children who are attending the sessions and encourages parents to make full use of the service.</p> <p>Motivation to work with children and young people</p> <p>Wants to work with small children (aged 3 – 11 years), and to encourage their development</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young</p>	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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	<p>people</p> <p>Supportive of the Quaker ethos and principles</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Positive attitude to use of authority and maintaining discipline</p> <p>Willingness to undertake appropriate training.</p>		
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