



# Job Description and Person Specification

<p><b>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.</b></p>	
<b>Job Title:</b>	<p>Holiday Club Out of School Care Worker</p> <p><b>Hours: Holiday Time: 8.15am – 4.00pm / 4.30pm / 5.30pm Monday – Friday</b></p> <p>Some flexibility will be required.</p>
<b>Summary of the role:</b>	<p>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.</p>
<b>Line management responsibility for</b>	none
<b>Main duties and responsibilities:</b>	<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>



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	<p>To take on specific tasks as designated by the Out of School Care Manager.</p> <p>To undertake training as required by the role to ensure that the service operates within statutory requirements but also for professional development.</p>
<b>Line management duties and responsibilities</b>	None



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

<b>Person Specification</b>			
<b>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.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	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	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <p>Level 3 childcare qualification Safeguarding Training First Aid qualification</p>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <p>Food Hygiene qualification</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <p>Experience of working with younger children</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<b>Skills</b>	<p><i>The skills <b>required</b> 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 <b>enable</b> 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><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <p>Knowledge of early years childcare</p>	<p><i>The knowledge that would <b>enable</b> 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><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> 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 <b>assist</b> 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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