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**Holiday Play Scheme Assistant**

**Job Description**

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| **Grade:** | **Kent Range KR3** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To assist in the day to day supervision of the Loose Holiday club including:

* Food preparation
* Supervision and care for the children
* Engage with all children attending the Holiday Club, ensuring children are engaged in planned activities
* Ensuring the safeguarding of all children attending the Holiday Club.
* Assist with the planning and preparation of all planned activities.

**Key duties and responsibilities:**

1. Provide a caring and safe environment for the children.
2. To provide positive and practical development in table etiquette during snack and lunchtime.
3. To provide positive and practical development in general behaviour.
4. Develop and maintain existing relationships with the children’s parents/guardians.
5. Monitor and report on any activities/behaviours that may be of concern. This is to be reported to the Designated Safeguarding Leads (DSLs) and recorded following the school’s policies and procedures.
6. Provide a happy, relaxing and fun atmosphere.
7. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating and play area is left in a tidy condition.
8. Put out and collapse and store away tables and benches.
9. Wash and dry up crockery, cutlery and any craft materials used.
10. Complete a register on arrival of the children and ensure collection procedures are adhered to.
11. Take responsibility for the Health and Safety and safeguarding of each child who attends the club.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: ……………………………………………

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.