



Cygnus Academies Trust

Job Description: HAF Holiday Club Assistant

School: Manor Community Primary School
Grade: Kent Range 3 – 6 (Dependent on Experience)
Responsible to: Line Manager

Purpose of the Job:

To work under the direction of the HAF Holiday Club Manager to provide safe, high-quality play for children. To assist with organising a daily routine that meet the emotional, social, physical, and intellectual needs of the children. To build links and work in partnership with parents, carers, and professionals to promote the wellbeing of the children.

Key duties and responsibilities:

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Manager, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain the Holiday Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and advise the Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within The Trust's Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Manager in ensuring that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with The Trust's Equal Opportunities policy.
- Support the Manager in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____ Date: _____

Employee's signature: _____ Date: _____



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Person Specification: HAF Holiday Club Assistant – KR3 – KR6

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 3 Qualification in Childcare (Desirable) Basic understanding of Food Hygiene (Desirable) Paediatric First Aid Certificate (Desirable)
EXPERIENCE	Experience of working in a childcare setting with demonstrable understanding of play work development.
SKILLS AND ABILITIES	Numeracy and literacy skills Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible Experience of basic technology (computer, video, photocopier)
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
