



**Chartham Primary School
Children Families and Education Directorate**

Job Description

Job Title: Out of School Club Worker
Directorate: Education
Grade: KR2 (£17,364 pro rata)
Contract: One permanent post

Responsible to: Executive Headteacher / Head of School

Job Summary:

To work under the direction of the Out of School Club Supervisor to provide safe, high quality play for children.

To assist the Supervisor in 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 well being of the children.

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 Supervisor, 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 Out of School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff and advise the Out of School Club Supervisor 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 KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Supervisor in ensuring that children, whilst in the Out of School 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 Out of School Club's Equal Opportunities policy.
- Support the Out of School Club Supervisor 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.

Scope for Impact

This post has a direct impact on the wellbeing and development of children attending the club. The post holder is required to be aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures.

The post holder will need to work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.

Job Context

The Government is looking at ways in which childcare provision can be extended from the traditional "school" environment. Introducing Out of School Clubs is one way in which they are achieving this.

The postholder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.

PERSON SPECIFICATION:**Out of School Club Worker**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Minimum of NVQ Level 2 qualification or equivalent in Playwork development. - Good basic education with competency in literacy and numeracy. - Knowledge of Health and Safety procedures in the Out of School Club - Knowledge of Child Protection procedures in the Out of School Club. - Must have a basic understanding of Food Hygiene - Paediatric First Aid Certificate or willingness to obtain. 	<ul style="list-style-type: none"> - Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.
Experience and Attainments	<ul style="list-style-type: none"> - Basic experience and understanding of multi-agency and partnership working. 	Experience of basic technology (computer, video, photocopier)
Skills and Abilities	<ul style="list-style-type: none"> - Excellent communication, listening and observation skills. - Ability to deal with difficult/sensitive situations - Ability to handle confidential information. - Organisational abilities and accurate record keeping skills. - Good inter-personal skills. 	<ul style="list-style-type: none"> - Ability to facilitate groups. - Willingness to attend meetings.
Knowledge	<ul style="list-style-type: none"> - Sound knowledge and understanding of child growth and development. - Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. 	-
Personal Qualities	Ability to empathise, keep calm, patient, humility	