



**Name:** .....

**Job Purpose & Objectives**

**Details**

To work as an effective member of a childcare team delivering a flexible, high quality, education and care centred service that meets the needs of the children and their families

**Main Duties & Responsibilities**

**Details**

- To be flexible and creative and have the commitment to provide first class childcare
- To assist the Supervisor to plan the clubs' activities
- Select and prepare resources and materials and to carry out the activities
- Have the ability to promote good practice in a professional and inclusive manner
- Be fully involved in all activities with the childcare provision
- To work within agreed policies and procedures
- To clear up after activities making sure that materials are well cared for and stored properly. To leave areas used clean and tidy.
- Work closely with the Supervisor to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports.
- Carry out administrative duties as required in collecting and collating information which has to be passed on.
- To support the children through the development of good, productive working relationships with others which encourage independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to diffuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between children. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Respond to children appropriately, encouraging them and keeping them on task by using praise, commentary and assistance.
- Provide comfort and care for minor accident, upsets and ailments.
- Be committed to promoting and safeguarding the welfare of children.

**Additional Information**

At Hill View Primary it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

**General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.

Post Holder – signed ..... Date .....

Manager – signed ..... Date .....