JOB DESCRIPTION

SENIOR PLAYCARE WORKER

KIDZONE

MAIN PURPOSE OF JOB:

To ensure that all children and families receive the highest calibre of childcare and professional practice.

MAIN DUTIES:

- To assist the Kidzone Manager and Deputy Kidzone Manager in the promotion and maintenance of a warm, stimulating and caring environment.
- To assist the Deputy in the effective running and performance of the team within the service.
- To act as Deputy on occasions.
- To be Early Years Coordinator.
- To attend to any child's physical, emotional, social and cognitive needs whilst offering the opportunity to develop to their full potential.
- To plan, implement and participate in a variety of activities appropriate to the age and stage of each individual.
- To encourage all children to learn through play and social interaction with their peers.
- To reflect non-racial, non-sexist attitudes through good practice when dealing with children and parents.
- To ensure that Kidzone has a safe and healthy environment at all times. To report any concerns or problems to the Kidzone Manager.
- To seek the advice of our designated first aider in the event of a child having an accident. To ensure completion of any necessary documentation at the time.
- To carry out all tasks in accordance with the shift system. It may be necessary to carry out additional duties, temporarily, in the absence of other team members.
- To maintain a professional, friendly yet constructive relationship with parents of all children at Kidzone, current and prospective.
- To attend monthly staff meetings, occasional parent's evenings and open mornings as and when required.
- To undertake training as required.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

PERSON SPECIFICATION

SENIOR PLAYCARE WORKER

KIDZONE

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
NVQ Level 3 or equivalent in childcare	E	Application Form
First Aid Certificate	D	Application Form
KNOWLEDGE/EXPERIENCE	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Experience of providing childcare for age 4 to 13 to a high professional standard.	E	Application Form, Interview, References
Proven skills in childcare.	E	Application Form, Interview, References
The ability to plan and organise relevant activities.	E	Application Form, Interview
Proven ability to communicate effectively with staff and parents.	E	Interview
An understanding of the Early Years Foundation Stage and welfare requirements.	E	Interview
Knowledge of Ofsted compliance and inspection.	D	Application Form, Interview
Proven skills in leadership.	D	Application Form, Interview, References
PERSONAL SKILLS AND ATTRIBUTES	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
To be able to work as part of a team, but also in a leadership role.	E	Application Form, Interview
Competent and resourceful, able to use own initiative.	E	Interview, References

Caring, kind and approachable.	E	Interview, References
Excellent team worker.	E	Application Form, Interview, References
Conscientious and hardworking.	E	References
Ability to work calmly when under pressure.	E	Interview, References
Innovative and creative.	D	Application Form
Able to adapt to new situations.	D	Application Form, References
A flexible approach to work.	D	Application Form, Interview, References
Caring and kind especially in relation to children	E	Interview, References
Competent use of a computer.	D	Interview, References

TERMS AND CONDITIONS

SENIOR PLAYCARE WORKER

KIDZONE

SALARY

The salary will be £18,065 per annum, point 3 on the Bolton School Support Staff Salary Scale, dependent on skills and experience. Pro-rata this equates to £8,544.26 per annum.

HOURS OF WORK

17.5 hours per week, between Monday and Friday, all year round. The normal hours of work during term-time will be 2.30pm until 6.00pm. During the School Holiday Club these hours may vary due to the additional hours outlined below. There may be the requirement to cover breakfast club shifts from 7.15am until 8.45am if needed.

Ideally, the successful candidate would be able to work additional hours per week on a casual basis during the School Holiday Club. The hours of work would be on a shift basis, working 5 hours per day between 7.00am until 6.00pm, usually half days either 7.30am until 1.00pm or 12.30pm until 6.00pm with a 30 minute unpaid meal break.

HOLIDAY

20 days' annual holiday plus additional days' holiday between Christmas and New Year plus public holidays. Pro-rata for part time employees of the School.

LINE MANAGEMENT

Kidzone Manager

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.

- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children, will be required.

The successful applicant will be required to complete a six month probationary period.