



JOB DESCRIPTION

PLAYCARE ASSISTANT (AFTER SCHOOL CLUB)

KIDZONE

MAIN PURPOSE OF JOB:

To assist all senior and qualified staff in the promotion and development of our childcare service.

MAIN DUTIES:

- To assist senior and qualified staff with the promotion and maintenance of a warm, stimulating and caring environment.
- To attend to any child's physical, emotional, social and cognitive needs whilst offering the child the opportunity to develop to their full potential.
- To assist all senior and qualified staff in the planning, preparation, implementation and participation in a variety of activities appropriate to the age and stage of each individual child in accordance with the Early Years Foundation Stage, where appropriate.
- To assist in the provision of an environment in which all children are encouraged to learn through play and social interaction with their peers.
- To care for all children in accordance with our policies.
- To ensure a safe and healthy environment for all, reporting any concerns or issues to a senior playcare worker immediately.
- To seek assistance from a qualified member of staff in the event of a child having an accident.
- To carry out all tasks in accordance with the shift/rota system. It may be necessary to carry out additional duties, temporarily in the absence of team members.
- To maintain a professional and friendly relationship with current and prospective parents.
- To undertake further training activities which are relevant to the service.
- To attend monthly staff meetings, occasional parents' evenings and open mornings as and when required.
- To possibly work on a 1:1 basis with some children in our care.
- To 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.
- To carry out any other reasonable duties as may be required from time to time within the context of the post.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
NVQ Level 2 in Playwork/Childcare.	D	Application form
Training or qualification in First Aid	D	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working with and/or caring for children.	E	Application form & Interview
Good personal numeracy and literacy skills.	D	Application form
Experience of the Early Years Foundation Stage	D	Application form & Interview
Experience working with SEN children	D	Application form & Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
The ability to communicate well with children, members of staff and parents	E	Interview & References
The ability to provide a safe and caring environment for childcare	E	Interview & References
Excellent team worker	E	Interview & References
Conscientious and hardworking	E	Interview & References
Ability to work calmly under pressure	E	Interview & References

Flexible approach to hours when required	E	Interview & References
Caring and kind, especially in relation to children	E	Interview & References
Special Needs Experience	D	Application form & Interview & References
Awareness of Equal Opportunities	E	Interview & References
The ability to use their initiative	E	Interview & References
Willingness to undertake further development	E	Interview & References



TERMS AND CONDITIONS

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SALARY
The salary for this position is based on National Minimum Wage/National Living Wage, equating to £3,292.21 per annum, dependant on age.
HOURS OF WORK
10 hours per week, between Monday and Friday, term time only (35 weeks). The normal hours of attendance will be 3.15pm until 5.15pm. Additional hours may be available during school holiday periods.
HOLIDAY
Pro rata of four weeks' holiday, Public Holidays and a close down period between Christmas and New Year (to be determined annually) as paid leave days each year. All holidays are to be taken out of term-time.
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
<ul style="list-style-type: none"> • 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. • Training and Development Opportunities will be offered.

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 either 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 and that they have not been disqualified by association, i.e. others in their household are disqualified, will be required.

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