

# PINKIE ST PETER'S OUT OF SCHOOL CLUB



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Practitioner</b>
<b>Contract/Hours of Work:</b>	Permanent/ 29 ½ hours per week during term time
<b>Location:</b>	Pinkie St Peter's Primary School, Musselburgh
<b>Reports to:</b>	Team Manager
<b>Rate of Pay:</b>	£9.06 per hour

## JOB PURPOSE

To Support the Team Manager in the smooth running of the club on a day-to-day basis and to provide a varied and safe range of activities for all children attending the club, appropriate to their age and individual needs.

## KEY RESPONSIBILITIES

1. To plan, organise and take part in play and leisure activities for the children
2. To facilitate play and provide a wide variety of play experiences for the children
3. To deputise for the Team Manager, when the Team Manager is unavailable
4. To contribute to the day to day running of the club
5. To prepare the club setting for the children arriving
6. To welcome parents and children to the club
7. To collect children from the other schools who attend the club
8. To supervise play
9. To prepare food and snacks
10. To tidy and clean up after activities
11. To promote positive behaviour amongst the children
12. To deal appropriately with minor injuries and accidents incurred by the children
13. To help with fundraising when needed
14. To build positive relationships with staff, children and parents/carers
15. To be aware of and adhere to all policies and procedures
16. To attend regular staff team meetings and make positive contribution
17. To complete statutory training within prescribed deadlines
18. To maintain records that are complete, accurate and safely stored
19. To undertake general administrative duties eg taking bookings, handling petty cash
20. To undertake any other reasonable and relevant tasks as identified by Team Manager or Management Committee

## PERSON SPECIFICATION

<b>Qualification/Certificates</b>	<ul style="list-style-type: none"><li>• As a minimum you must hold or be working towards SVQ 3 Children's Care Learning and Development (at SQCF Level 7) or SVQ 3 in Playwork (SQCF Level 7) or HNC Early Education and Childcare.</li><li>• Registration with the SSSC</li><li>• PVG/Disclosure</li><li>• First Aid (qualification of willingness to undertake)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Background in working with children aged 4½-14 in a play/childcare setting</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• Ability to manage behaviour in a positive way</li><li>• Ability to relate to and motivate children</li><li>• Experience of managing staff or volunteers</li><li>• Knowledge of health &amp; safety issues</li><li>• Knowledge of child protection issues</li><li>• Patience and tolerance</li><li>• Responsible and caring attitude</li><li>• Able to use initiative</li><li>• Flexible in approach</li><li>• IT literate</li><li>• Good sense of humour</li></ul>