

PINKIE ST PETER'S OUT OF SCHOOL CLUB



JOB DESCRIPTION

Job Title:	SUPPORT WORKER
Contract/Hours of Work:	Fixed Term for 6 Months 29 ½ hours per week during term time.
Location:	Pinkie St Peter's Primary School, Musselburgh
Reports to:	Team Manager
Rate of Pay:	£8.25 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 help plan, organise and take part in play and leisure activities for the children
2. To help facilitate play and provide a wide variety of play experiences for the children
3. To contribute to the day to day running of the club
4. To help prepare the club setting for the children arriving
5. To welcome parents and children to the club
6. To help collect children from the other schools who attend the club
7. To help supervise play
8. To help prepare food and snacks
9. To tidy and clean up after activities
10. To help promote positive behaviour amongst the children
11. To help with fundraising when needed
12. To build positive relationships with staff, children and parents/carers
13. To be aware of and adhere to all policies and procedures
14. To attend regular staff team meetings
15. To complete statutory training within prescribed deadlines
16. To help ensure that records are complete, accurate and safely stored
17. To undertake general administrative duties eg taking bookings, handling petty cash
18. To undertake any other reasonable and relevant tasks as identified by Team Manager or Management Committee

PERSON SPECIFICATION

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