



Purpose of Post

To assist the Manager in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 4 to 12.

Responsible to: The Manager.

Hours of Work

Casual working hours to meet the demands of the club between Monday to Friday, 8.00am-5.00pm during the Summer & Easter holiday period (zero hours contract)

Salary Range

16-17 years Grade CS03 - £TBC per hour

18-20 years Grade CS01/3 - £TBC per hour

21 years and over Grade CS01/4 - £TBC per hour

Key Areas

- Activity Planning
- Liaison
- Supervision and Care of Children
- Direct Play work

Duties and Responsibilities

Activity Planning

- To provide safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
- To ensure that all activities are carried out within an equal opportunities framework.
- To undertake any necessary training
- To encourage community wide participation and activity planning and delivery.

Liaison

- To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
- To encourage parental involvement and support through the development of effective working relationships.
- To consult with the children and involve them in the planning of activities.

Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- Ensure that food provision is carried out within the club guidelines.

Direct Play work

- Help the co-ordinator to ensure that a wide range of creative and enjoyable activities are offered.
- Ensure that play meets the full range of children's individual and group needs.

Miscellaneous

- To promote the aims and objectives of the club
- Be aware of Staff Policies and Practices.
- To ensure the provision of good standards of physical and emotional care.
- To ensure good standards of hygiene and cleanliness are maintained at all times.

- To be responsible for the Health and Safety standards appropriate for the needs of the children.
- To assist with the preparation and maintenance of materials and equipment.
- Recording of any accidents in the accident book.
- To be aware of all emergency and fire evacuation procedures.
- Ensure each child is collected by someone known to staff.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- To ensure confidentiality of information received.
- To be aware of the high profile of the club and to uphold its standards at all times.
- To undertake such other duties and responsibilities of an equivalent nature as determined from time to time by the manager.

FCJ Companions at Play Holiday Club is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment. The position is subject to an Enhanced Disclosure and Barring Service check, and completion of the required Personal & Health Declarations.