

Job description

Title:	Millbrook Activity Club Assistant
Responsible to:	MAC Manager
Primary tasks:	To assist with the provision of out of school care and activities for children aged 3 to 11 years.
Conditions:	Bucks Pay Range 1A; Breakfast Club - 7:45am to 9:15am 1 hour 30mins for 39 weeks After School Club - 3:15pm to 6:15pm 3 hours for 39 weeks Holiday Club - Shift pattern equalling 27 hours 30mins for 14 weeks

Main Duties and Responsibilities:

- To work as part of the staff team in planning, running and supervising a wide variety of stimulating activities, complying with health and safety requirements and ensuring the implementation of the Club's Equal Opportunities policy at all times. To ensure the children's health and well being at all times.
- To assist with the receipt and recording of bookings and cancellations in accordance with the Club's policies.
- To assist with maintaining records of registered children and ensure all paperwork is complete, up-to-date and correctly filed.
- Provide first aid when necessary, and keep written records of any incidents or accidents which parents should be informed of and sign.
- To maintain communication with parents and carers.
- To assist liaison with school staff.
- To receive fees and keep appropriate records.
- To monitor the condition of the premises and equipment, and ensure the premises are used in consideration for other users.
- To consult with children and parents on a regular basis to ensure that the club is meeting their requirements.
- To implement the Club's behaviour policy and all other policies and procedures.
- To attend regular team meetings and supervisions.
- To undertake relevant training as deemed necessary.
- To undertake other duties as may become necessary and agreed with the Supervisor.

General

- To have in mind the school's aim 'Aiming for Excellence - Learning for Life'
- To take due account of the school's health and safety policy and duty of care when working in the school and with pupils.
- To maintain confidentiality with regards pupil information.
- To review the details of the post annually with the line manager.
- This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder.
- To undertake other duties as the Head may reasonably direct.

June 2018



Millbrook Activity Club Assistant PERSON SPECIFICATION

Qualifications:	Essential	Desirable
<ul style="list-style-type: none"> • Qualification in childcare or playwork NVQ 2 or equivalent • Qualification in childcare or playwork NVQ 3 or equivalent • Qualification in First Aid 	✓	✓ ✓
Knowledge and Skills:		
<ul style="list-style-type: none"> • Commitment to training • Understanding of equal opportunities • Good communication skills • Knowledge of special needs • Good organisational skills 	✓ ✓ ✓ ✓	✓
Experience:		
<ul style="list-style-type: none"> • Experience of working with children • Experience of handling money 	✓	✓
<p>Other requirements:</p> <p>Millbrook Activity Club has a responsibility for and is committed to safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. The post is subject to an enhanced DBS and qualifications check. We welcome diversity and welcome applicants from all sections of the community.</p>		