



HONEYCROFT JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Out of School Cover & Bank Staff
Hours of work	School Holiday & cover – as a greed
Place of Work	Honeycroft, Sackville Road, Hove
Accountable to	After School Club Supervisor / Operations Manager
Rate of pay	From £7.50 to £10.65 per hour dependent on age and qualifications

Aim of The Position

To work as part of a team at Honeycroft delivering exceptional play and care in a safe and stimulating environment for Primary School aged children.

All Staff

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and Child Protection policy and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

Specific to The Role

9. To work as part of a team to deliver exceptional childcare in accordance with all statutory guidance by;
 - a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to each child.
 - b) Ensuring the general health, safety and welfare of the children attending each session both on and off the premises.
 - c) Contributing to the planning and delivery of activities, preparing resources as required.
 - d) Developing own knowledge of a range of specific needs of individual children (e.g. Physical, developmental and emotional) and working towards the participation of each child.
 - e) Taking part in off-site trips and the collection of children from school, ensuring the risk assessments and routes are followed.
 - f) Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the service manager.
 - g) Contributing to the preparation of a range of snacks and refreshments.



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- h) Reporting any wear and tear of equipment and maintaining the cleanliness / tidiness of equipment, leaving the premises in an orderly state.
- i) Contributing towards the induction and mentoring of new workers and volunteers to support their development and training.
- j) Liaising with the service manager on a regular basis to provide updates as required.

And Finally...

- 10. To undertake any necessary training and carrying out other duties associated with this post for the effective running of the service as required.

PERSON SPECIFICATION

Essential

- 1. Willingness to undergo an Enhanced DBS and two reference checks
- 2. A willingness to undertake any required training and gain relevant qualifications, if appropriate
- 3. Relevant skills for working with groups of primary school aged children and a basic understanding of their needs
- 4. An basic awareness of health and safety issues relating to the provision of play
- 5. Commitment to implementing the Centre's equal opportunity policy
- 6. To possess a level of fitness to enable the safe lifting and handling of equipment whilst setting up the play environment
- 7. To contribute to light housekeeping duties and the ability to use a variety of cleaning products and personal protective equipment
- 8. The ability to work on own initiative and as part of a team with other staff members
- 9. An ability to communicate effectively with parents and build a relationship of trust with them
- 10. To possess a reasonable standard of literacy and the ability to keep accurate records
- 11. A willingness to learn our policies and procedures and to abide by the staff rules, including adhering to the staff dress code
- 12. The ability to support the Centre Management in creating a happy, organised and family focused setting.

Desirable

- 1. Current Safeguarding training
- 2. Current First Aid certificate
- 3. A food and hygiene certificate
- 4. Experience of supporting child/ren with special educational needs and / or disabilities
- 5. Able to speak another / other languages
- 6. Additional skills in either art, music, storytelling, dance, yoga or sport.