



## HONEYCROFT JOB DESCRIPTION

<b>JOB TITLE</b>	Pick-up & Play Support
<b>DAYS OF WORK</b>	Monday to Friday, 3pm to 4:15pm during term time only
<b>ANNUAL LEAVE</b>	4 weeks paid holiday plus bank holidays

### AIM OF THE POSITION

To work as part of the Out of School team to provide exceptional care and support of the children attending.

### ALL STAFF

1. To be committed to vision and values of Honeycroft.
2. To ensure all relevant policies and procedures are correctly adhered to.
3. To always ensure confidentiality and discretion.
4. To act in a professional manner and positive role model when representing Honeycroft.
5. To encourage and promote wider family engagement at Honeycroft.

### SPECIFIC TO THE ROLE

To work as part of a team to ensure the safe collection and arrival of all children from school, back to Honeycroft.

- Work as part of a team of volunteers, workers and students to provide consistent care and emotional support to each child.
- Ensure the health, safety and welfare of all children moving between school and Honeycroft.
- Ensure all walking risk assessments and agreed routes are followed.
- Report any concerns relating to children, staff, parents to safeguarding lead.
- Contribute towards the induction and mentoring of new workers to support their training.
- Liaise with the service manager as required.

And Finally...To undertake any necessary training and carrying out other duties associated with this post for the effective and safe running of the service.

### PERSON SPECIFICATION

1. Willingness to undergo an Enhanced DBS
1. Relevant skills for working with primary school aged children
2. An awareness of health and safety issues relating to walking a group of children from school to childcare site
3. Possess a level of fitness to manage the trip to and from school site
4. A willingness to undertake any required training