



CLEGWELL & HARTLEYBURN COMMUNITY HUB (CIO)



Mountbatten Avenue, Hebburn. Tyne and Wear. NE31 2QP.
Clegwell Tel. No. 0191 4897575 Hartleyburn Tel. No. 0191 4280555
Registered Charity Number (England) 1171657

JOB DESCRIPTION

POST TITLE:	Part-Time Childcare / Holiday Care Support Worker 10 hrs, Inc of Holiday Allowance. CHCH/CSW/24 (Childcare 3.00pm – 5pm) + Accrued Holiday Care Hours
GRADE:	Salary scale for Childcare Support Worker Per Annum £11.51 - £12.36
RESPONSIBLE TO:	Childcare Manager, Nursery Manager, Community Facilities Manager
RESPONSIBLE FOR:	Volunteer Placements.

Overall objectives of the post:

To ensure that the Red Roof Kids Club runs smoothly, enabling the Childcare to provide effective care.

Key Tasks of the Post:

1. You will contribute to the safe and efficient running of the Club and its activities.

You will:

- Plan and prepare the after-school club on a daily basis whilst assisting staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy.
- Keep records up to date in accordance to Ofsted guidelines.
- Prepare and take care of equipment, books, and materials.
- Be familiar with the fire drill and procedures for the safety of the children.
- Prepare activity timetables.
- Maintain a safe and healthy environment, Inspect and replace damaged or lost materials.

2. You will provide a quality childcare support service within the Club. You will:

- Promote standards of behaviour in accordance with the policy of the out of school club.
- Help ensure that the arrival and departure of children is properly recorded and monitored.
- Encourage and support a safe and stimulating environment for the children.
- Ensure the safety of all children at the club.
- Support the day-to-day administration and record keeping.
- Be responsible alongside the other staff for ensuring that play materials and equipment are properly used, maintained, and stored.

- Supervise and prepare the refreshments for the children.
- Ensure that the areas of the club are left tidy and clean.
- Liaise with and maintain daily open communication with parents and school staff.
- Attend meetings and Training as appropriate.
- Maintain confidentiality.

3. You will ensure that records are kept of Staffing & Club finances. You will:

- Collect and record payments made by parents.
- Liaise with the out of school club Manager on issues of finance.
- Keep all appropriate records such as records, attendance, and time sheets.
- Meet all applicable licensing regulations.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JT/SB
Date:08.10.24

PERSON SPECIFICATION

POST TITLE: Red Roof Kids Club (Childcare Support Worker)

GRADE: £

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	· NVQ / CACHE Level 3 or equivalent in childcare / education. · Level 2 Numeracy / Literacy or equivalent.	NVQ / CACHE Level 2 or equivalent in childcare / education. a condition of the level 2 qualification requires the completion of a level 3 for this post by an agreed time scale.	· Application Form · Certificates
Work Experience	· Experience of working in after school / wrap around clubs, children's clubs or youth clubs · Experience in Organising children's activities · Experience and knowledge of child protection / safeguarding policies and procedures	· Experience of working in a local authority / Charity	· Application Form · Interview · References
Knowledge/ Skills/ Aptitudes	· Knowledge of the Children's Act 1989 and relevant legislation · Able to keep up to Date records in accordance with Ofsted guidelines · Excellent written and Verbal communication skills · Excellent interpersonal skills		· Interview · References
Disposition	· Able to communicate with both children and adults · Flexible approach to work · Committed to the principles of equality and diversity		· Interview · References
Circumstances	· Willing to undertake additional training where necessary		· Interview

