



Job Description	
Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: Holiday Club Assistant</p> <p>Location: Pilgrims School</p> <p>Line Manager: Wrap Around Care and Play Manager</p> <p>Hours: 37.5 hours per week, Monday to Friday, worked between 8.00am and 18.00pm</p> <p>Role Summary: Provide a fun, caring, happy, stimulating and safe environment for children through a variety of games and activities under the direction of the Wrap Around Care Manager.</p>
Main duties and responsibilities:	<p>Promote and safeguard the welfare of the children and be aware of and comply with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality.</p> <p>Planning, supervision and participation of activities</p> <ul style="list-style-type: none"> • Inspire and motivate the children attending Holiday Club and actively involve their ideas and interest in games and activities • Support the Wrap Around Care and Play Manager in planning and implementing ideas and setting up equipment for the children each day • Encourage the children to broaden their experiences, to try new things to develop further interests and build their confidence • Work with groups of children, joining in and actively supporting them with their activities and during play both inside and outside • Share responsibility for the well-being and discipline of the children attending Holiday Club in line with school policies and expectations • Further promote the development of the children's personal, social, and emotional skills in all areas of the provision <p>Welfare and Health and Safety</p> <ul style="list-style-type: none"> • Ensure the children are supervised at all times • Provide additional support and assistance to those children with Special Educational Needs including behaviour support. Ensure familiarity of all relevant supporting documents • Attend to the health, welfare and safety of the children at all times • Attend to the physical welfare of the children dealing with their health requirements as necessary, subject to training and instruction provided



	<ul style="list-style-type: none">• To maintain formal records of all medical treatment, subject to suitable training and instruction being provided• Assist in the preparation and serving of snacks and drinks in line with relevant food hygiene standards. Ensure correct foods are given to those children with special dietary requirements <p>Communication</p> <ul style="list-style-type: none">• Encourage and foster close relationships with children and their parents• Encourage good communication between home and Holiday Club by providing feedback at the end of holiday club sessions <p>Professional development</p> <ul style="list-style-type: none">• Attend INSET days, staff and briefing meetings and participate in training sessions as appropriate• Actively participate in the Performance Review cycle by completing the relevant forms and attending performance review meetings• Take an interest in all areas of the children's play and be prepared to further extend knowledge by attending relevant training <p>You may also be required to undertake such other comparable duties as required by your Line Manager or any other relevant Manager.</p>
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the role with appropriate discussion.



Person Specification			
The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		First Aid qualification Level 2 or equivalent in Childcare	Certificates
Experience	Experience working with children		Application form Interview Task
Knowledge & Skills	Good standard of written English and Maths Good time management and organisational skills Excellent relationship with children Good interpersonal skills		Application form Task Interview
Personal competencies and qualities	Good role model Ability to work in a team Patient	Range of outside interests	Interview