



Job Description

Holiday Club Assistant (casual)

Hilden Oaks Aims

- *To prepare children for both independent and state secondary education by providing a stimulating and caring learning environment built on a firm foundation of Values based education.*
- *To create a friendly family atmosphere where every child can be safe and happy, developing good manners and respect for others.*
- *To treat every child as an individual and motivate them to reach their full potential, gaining confidence and maturity as they progress.*
- *To employ outstanding teachers who can inspire a lifelong love of learning and promote the highest academic standards.*
- *To involve parents closely in the education of their children and include them in the life of the school.*
- *To provide a benefit to the general public in accordance with our charitable status.*

Hilden Oaks Vision

Our aim is for every child to say that this is the best school they have ever attended, every staff member that it is the best place they have ever worked, and every parent that it is the best choice they have ever made for their child.

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#### **Role Purpose**

To assist in the delivery of the holiday club provision at Hilden Oaks School & Nursery, providing high standards of care and play opportunities for children between the ages of 4 - 7 years old in a safe and secure environment.








Hours: 08:00 – 18:00 Monday - Friday during school holidays

- To maintain a safe and stimulating environment
- To assist in the running of a programme of activities which encourage children's social, physical, intellectual, creative and emotional development through play. This may be both inside and outside throughout the year.
- To communicate with parents both face to face and through the digital platform 'Family.'

- To supervise lunch and tea time refreshments promoting good manners and behaviour, for the children, including the safe preparation of the environment, and clearing up afterwards.
- To follow guidelines and procedures for Safeguarding in accordance with Hilden Oaks' policies & procedures.
- To carry out any other duties, which will be seen to enhance the work of the Holiday Club.
- To uphold and model the school's values based education.

### You will need to be

Passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to work with a range of staff.

| Qualifications                                                                        | Essential                                                                             | Desirable                                                                             |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| NVQ level 3 in Child Care/Playwork or equivalent                                      |                                                                                       |    |
| Excellent communication skills                                                        |    |                                                                                       |
| Recent experience of working with children age 4 - 7                                  |  |                                                                                       |
| Good organisational skills                                                            |  |                                                                                       |
| Good knowledge and understanding of equal opportunities and special educational needs |  |                                                                                       |
| First Aid qualification                                                               |                                                                                       |  |
| Food Hygiene Qualification                                                            |                                                                                       |  |

### Appraisal

Participating in the School's performance management process.

### Further Learning and Development

Participating in arrangements for your professional development.

### Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety.

- Maintaining personal standards of appearance and behaviour as determined by the school policies and the Headteacher

**Safeguarding**

It is the responsibility of all for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with. The role holder will adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the School's Designated Safeguarding Lead (DSL) or to the Headteacher.