

## Job Description - Holiday School Worker



<b>Job Title:</b>	Holiday School Worker
<b>Responsible to:</b>	CEO/Curriculum Innovation Manager
<b>Responsible for:</b>	N/A
<b>Payscale:</b>	£9.55 per hour/point 1
<b>Contract:</b>	10 hours = Full day In addition ½ hour paid each day for planning, resourcing and cleaning in liaison with Holiday School Site Lead

### Job Purpose

To support ESCape Holiday School Site Lead and other Holiday School Workers with the provision of childcare, play and educational activities within the ESCape Summer School programme.

### Duties and Responsibilities

To support the Holiday School Site Lead with the delivery of a programme, including craft, sports, storytelling, games and play and help with the preparation of breakfast, lunch and snacks.

To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.

To support Holiday School Site Lead to ensure that children's records and files are processed and maintained.

To ensure that registers are checked and updated daily and that the signing in and out procedures are strictly adhered to with children leaving the group only with an authorised adult.

To be responsible for ensuring health and safety, including monitoring and checking equipment, ensuring safe play, recording of accidents and following evacuation procedures and critical incident plan.

To liaise directly with parents or carers regarding new children, any developments in relation to children in the club, ensuring that Site Lead is kept informed.

To support in settling in new children, monitoring the children throughout the day and dealing with any problems that may arise.

To ensure site is clean, tidy and hygienic ready for the next day.

To be guided by and take instructions from Holiday School Site Lead when necessary.

## **PERSON SPECIFICATION**

### **Knowledge**

Understanding of child development and the role of play and other activities

Understanding of the relevance of childcare legislation

Understanding of the principles of staff supervision

Understanding of health and safety and welfare issues within a childcare environment

### **Experience**

Previous experience of providing care and activities within a childcare, play or educational environment.

### **Skills/Abilities**

Excellent interpersonal skills, including ability to develop effective relationships with children and their parents

Good organisational/planning skills in order to implement the programme of activities

Basic First Aid

Food Hygiene

Own transport essential

**Where together excellence and pupils thrive**