



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

JOB DESCRIPTION

JOB TITLE: After School Club Worker

BASED: Healthy Living Centre CIC

DIRECT REPORT: Community Development Manager

CONTRACT Permanent - 15 hours a week 14:30 to 17:30 term time only

SALARY: £7.83 per hour (gross pay £4,580.55 + accrued annual leave at £616.60)

MAIN DUTIES:

- To walk safely the after school club children from Ashmead School to the Healthy Living Centre.
- Be able to understand, comply and work within Healthy Living Centre policies: eg. behaviour, safeguarding, health and safety, confidentiality.
- Prepare refreshments/snacks and assist children with their snack and encourage good table manners.
- Set up play area/room and ensure the cleanliness and tidiness of the facilities, ensuring the designated area is clean and safe during the Club's opening hours.
- Relate well to children and enjoy participating in their activities.
- Provide care and comfort to children, ensuring that they feel secure.
- Communicate effectively at all levels and when receiving information from and explaining information to others.
- Work within a team or by own initiative: follow instructions and accept guidance.
- Provide general care and welfare for the children including physical care and attention to personal needs; undertake tasks such as toilet accidents and cleaning away materials.
- To administer first aid as appropriate.
- Be punctual and fulfil duties in a responsible manner.
- To participate within meetings or training as appropriate.



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Person Specifications

Factor	Essential (E) / Desirable (D)
<p>Qualifications</p> <p>Training will be provided</p> <p>Willingness to undertake First Aid and Food Hygiene and safeguarding training</p>	<p>E</p>
<p>Experience</p> <p>Experience of working in partnership with a variety of children's services /family support organisations</p> <p>Experience of working with children</p> <p>Experience of working in partnership with parents</p>	<p>D</p> <p>E</p> <p>E</p>
<p>Knowledge</p> <p>Understanding the needs of children and families, including social and emotional needs</p> <p>Good understanding of health & safety including hygiene practices</p>	<p>E</p> <p>D</p>
<p>Skills and Abilities</p> <p>Ability to manage and prioritise own workload</p> <p>Interpersonal skills to build relationships and network with a wide range of individuals and groups including challenging customers (supported by Manager)</p> <p>Ability to act on own initiative appropriately</p> <p>Excellent communication skills</p> <p>Good presentation skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



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Personal Attributes	
Punctual and reliable	E
Confident	E
Creativity	E
Flexible in approach	E
Sound customer care skills including cultural and disability awareness	D
Team Player	E
Motivation	
Passionate about the value of working with children and make a difference	E
Commitment to HLC aims and objectives	E
Motivated to develop own practice and support others to do so	E

Closing date for applications: Midday 21st May 2018

Our Ref: HLC120