

Job Vacancy – After School Club Worker

The Healthy Living Centre CIC is a Social Enterprise working in Buckinghamshire. We are currently undergoing an exciting new development and are increasing our staff numbers to enable us to provide more services to our community. We have the following vacancy:

Hours of work: 15 hours per week 14:30 to 17:30 term time only – Monday to Friday
Salary: £7.83 per hour (gross pay £4,580.55 + accrued annual leave at £616.60)

Main Duties:

- To walk the after school club children safely from Ashmead School to the Healthy Living Centre.
- Be able to understand, comply and work within Healthy Living Centre policies: e.g. 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 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.

Post subject to a 3 month probationary period.
Enhanced DBS disclosure required.

For further information please contact Marcela Heime on 01296 334562.

Applications forms are available from Reception in The Healthy Living Centre, Walton Court Shopping Centre, Hannon Road, Aylesbury or can be downloaded from our website:
www.healthylivingcentre.com

Closing date for applications: Midday 21st May 2018

Our Ref: HLC120