

Job Description

Post: Holiday Club Staff

Reporting to: Line manager: _____

Nursery Managers: **Sian Caine and Lesley Thompson.**

Deputy Managers: **Emma Hirst and Sam Ross.**

Hours: All West Berkshire Term-Time School Holidays (Jubilee Jets), or all state and independent school holiday dates (Jubilee Cadets), Monday to Fridays between 8.00am to 6.00pm.

Safeguarding Statement

Jubilee Jets and Jubilee Cadets are committed to safeguarding and promoting the welfare of all the children and expects all staff to share this commitment.

All members of staff are subject to a DBS check (formally CRB) and satisfactory references.

Personal Specification

- Experience of working with children preferred.
- A commitment to equal opportunities.
- Ability to provide and facilitate safe, creative play.
- Ability to communicate at all levels.
- Ability to meet children's individual needs.
- Ability to work on own initiative.
- Ability to use judgement and common sense.
- Enthusiasm for outdoor activities.

Role Summary

To deliver the day to day provision of care during the school holidays for children aged between 4 and a half and 11 in a safe and stimulating environment.

Main Responsibilities of the Post

- To be responsible for providing the highest levels of care for every child in their unit.
- Ensuring that children are treated as an individual and that their development needs are met on an ongoing basis. To ensure that the unit operates effectively referring issues to the management team where appropriate.
- A responsibility and duty to report any safeguarding concerns linked to children, staff and families in your care and anyone who is associated with them.

- To teach and extend a child's learning through appropriate activities and play, where appropriate.
- Ensuring the delivery of inspirational and creative play opportunities in a safe and caring environment.
- To utilise the full outdoor facilities, grounds and equipment of the setting.
- To provide full care for the children, including providing refreshments and ensuring safe delivery to parents or named carers.
- To promote a positive attitude and encourage positive behaviour which welcomes children of varying backgrounds and cultural experiences.
- To support and actively reinforce management views and decisions.
- To work effectively with a team.
- To be responsible for the organisation of activities.
- To follow health and safety regulations.

General

To work as a member of the nursery team, showing initiative and creativity to foster an environment which encourages the children's all round development and where high standards of care are provided.

In the course of his/her employment, our Holiday Club Staff should always have the children's welfare and development as of paramount importance.

Rate of pay

Competitive salary based on experience, discussed at interview.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Manager Name (please print): _____

Manager Signature: _____ Date: _____