



## HONEYCROFT JOB DESCRIPTION

<b>Job Title</b>	After School Club and Bank Staff
<b>Place of Work</b>	Honeycroft, Sackville Road, Hove
<b>Hours of Work</b>	3 to 5 days a week 14:45pm to 18:15pm all year. Additional hours available for cover and in our holiday club during school holidays.
<b>Days of Work</b>	to be confirmed
<b>Rate of Pay</b>	£7.25 to £8.25 per hr depending age, qualifications and experience
<b>Accountable to</b>	Operations Manager
<b>Annual leave</b>	4 weeks and bank holidays in addition

### Aim of The Position

To work as part of a team at Honeycroft delivering exceptional play and care in a safe and stimulating environment for Primary School aged children.

### All Staff

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and Child Protection policy and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

### Specific to The Role

9. To work as part of a team to deliver exceptional childcare in accordance with all statutory guidance by;
  - a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to each child.
  - b) Developing own knowledge of a range of specific needs of individual children (e.g. Physical, developmental and emotional) and working towards the participation of each child.



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- c) Ensuring the general health, safety and welfare of the children attending each session both on and off the premises.
- d) Taking part in the collection of children from school and ensuring the implementation of the safe 'walking bus' policy to safely escort the children back to the centre.
- e) Contributing to the planning and delivery of activities and keeping eligible notes on children's involvement as required.
- f) Contributing to the preparation of a range of snacks and refreshments.
- g) Reporting any wear and tear of equipment and maintaining the cleanliness / tidiness of equipment, leaving the premises in an orderly state.
- h) Contributing towards the induction and mentoring of new workers and volunteers to support their development and training.
- i) Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the service manager.
- j) Liaising with the service manager on a regular basis to provide updates on pre-agreed targets and objectives.

### **And Finally...**

10. To undertake any necessary training and carrying out other duties associated with this post for the effective running of the service as required.