



HONEYCROFT JOB DESCRIPTION

JOB TITLE	Out of School – Bank Staff
DAYS OF WORK	Mondays to Fridays
WORKING HOURS	morning, afternoon and full day sessions available. Minimum of two four-hour sessions per week during school holiday time.
RATE OF PAY	£10.21 to £12.21 per hour for all hours worked based on age
LINE MANAGER	Out of School Manager

Aim of the Position

To work as part of our Out of School team to create a fun, safe, and inclusive environment for primary school aged children during school holiday time.

Key Responsibilities – Specific to the Role

As part of the Out of School team, you will help deliver excellent care and support by:

1. **Providing consistent care and emotional support** to each child by working closely with a team of volunteers, staff, and students. You'll help make every child feel safe, valued, and supported.
2. **Keeping children safe and well**, both during sessions at the centre and on off-site activities, by following health and safety procedures and being a vigilant, caring presence.
3. **Helping plan and run fun, engaging activities**, and getting hands-on with setting up and preparing the resources that make our sessions so special.
4. **Learning about the unique needs of each child** (including physical, emotional, or developmental needs) and supporting them to fully take part in all aspects of our sessions.
5. **Joining in on off-site trips**—while always following agreed routes and safety measures, including risk assessments.
6. **Raising any concerns**—whether related to a child's wellbeing, safeguarding issues, or feedback from parents—with the service manager promptly and appropriately.
7. **Helping prepare tasty snacks and refreshments**, making snack time a relaxed and sociable part of the day.
8. **Keeping things clean, tidy, and in good condition**, including reporting any broken or worn-out equipment and helping ensure the space is left in a safe, welcoming state for the next session

General Responsibilities – All Staff

- Demonstrating a commitment to the aims, values, and vision of Honeycroft.
- Being familiar with, and consistently following, all relevant Honeycroft policies and procedures.
- Maintaining confidentiality and acting with discretion at all times.
- Representing Honeycroft in a professional and positive manner.



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- Participating in team meetings, training sessions, and other relevant activities as required.

Person Specification

We're looking for someone who is:

1. Willing to complete an Enhanced DBS check and provide two references.
2. Enthusiastic about working with primary school-aged children and enjoys supporting their wellbeing.
3. Responsible, reliable, and highly safety-conscious.
4. Physically fit and capable to take part in local trips to and from the park, and join in physical activities
5. Open to completing any necessary induction and training.