



JOB DESCRIPTION

PLAYCARE ASSISTANT (CASUAL)

KIDZONE

MAIN PURPOSE OF JOB:

To assist all senior and qualified staff in the promotion and development of our childcare service.

MAIN DUTIES:

- To assist senior and qualified staff with the promotion and maintenance of a warm, stimulating and caring environment.
- To attend to any child's physical, emotional, social and cognitive needs whilst offering the child the opportunity to develop to their full potential.
- To assist all senior and qualified staff in the planning, preparation, implementation and participation in a variety of activities appropriate to the age and stage of each individual child in accordance with the Early Years Foundation Stage, where appropriate.
- To assist in the provision of an environment in which all children are encouraged to learn through play and social interaction with their peers.
- To care for all children in accordance with our policies.
- To ensure a safe and healthy environment for all, reporting any concerns or issues to a senior playcare worker immediately.
- To seek assistance from a qualified member of staff in the event of a child having an accident.
- To carry out all tasks in accordance with the shift/rota system. It may be necessary to carry out additional duties, temporarily in the absence of team members.
- Assist with prepping breakfast and snack and to also supervise the children at lunchtimes (subject to food and hygiene training).
- To maintain a professional and friendly relationship with current and prospective parents.
- To undertake further training activities which are relevant to the service.
- To attend monthly staff meetings, occasional parents' evenings and open mornings as and when required.
- To possibly work on a 1:1 basis with some children in our care.
- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To carry out any other reasonable duties as may be required from time to time within the context of the post.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
NVQ Level 2 in Playwork/Childcare.	D	Application form
Training or qualification in First Aid	D	Application form
Food and Hygiene Training	D	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working with and/or caring for children.	E	Application form & Interview
Good personal numeracy and literacy skills.	D	Application form
Experience of the Early Years Foundation Stage	D	Application form & Interview
Experience working with SEN children	D	Application form & Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
The ability to communicate well with children, members of staff and parents	E	Interview & References
The ability to provide a safe and caring environment for childcare	E	Interview & References
Excellent team worker	E	Interview & References
Conscientious and hardworking	E	Interview & References

Ability to work calmly under pressure	E	Interview & References
Flexible approach to hours when required	E	Interview & References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview & References
Special Needs Experience	D	Application form & Interview & References
Awareness of Equal Opportunities	E	Interview & References
The ability to use their initiative	E	Interview & References
Willingness to undertake further development	E	Interview & References



TERMS AND CONDITIONS

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SALARY
The hourly rate for this position is based on National Living Wage. From 1 April 2024 this equates to £11.44 per hour.
HOURS OF WORK
To be worked on a casual, ad-hoc basis during Bolton School holiday periods. The shifts will be between the hours of 7.15am and 6.00pm.
HOLIDAY
You will be entitled to receive pro-rata holiday pay of 5.6 weeks per annum. At the end of each month the School will pay you in lieu of any accrued but untaken holiday for the month. Holiday pay will be subject to the normal deductions.
LINE MANAGEMENT
Kidzone Manager
OTHER BENEFITS
<ul style="list-style-type: none"> • Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. • Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children will be required.