



JOB DESCRIPTION

SENIOR PLAYCARE WORKER

KIDZONE

MAIN PURPOSE OF JOB:

To ensure that all children and families receive the highest calibre of childcare and professional practice.

MAIN DUTIES:

- To assist the Kidzone Manager and Deputy Kidzone Manager in the promotion and maintenance of a warm, stimulating and caring environment.
- To assist the Deputy in the effective running and performance of the team within the service.
- To act as Deputy on occasions.
- To be SEND Coordinator.
- To attend to any child's physical, emotional, social and cognitive needs whilst offering the opportunity to develop to their full potential.
- To plan, implement and participate in a variety of activities appropriate to the age and stage of each individual.
- To encourage all children to learn through play and social interaction with their peers.
- To reflect inclusive attitudes through good practice when dealing with children and parents.
- To ensure that Kidzone has a safe and healthy environment at all times. To report any concerns or problems to the Kidzone Manager.
- To seek the advice of our designated first aider in the event of a child having an accident. To ensure completion of any necessary documentation at the time.
- To carry out all tasks in accordance with the shift system. It may be necessary to carry out additional duties, temporarily, in the absence of other team members.
- To maintain a professional, friendly yet constructive relationship with parents of all children at Kidzone, current and prospective.
- To attend monthly staff meetings and open mornings as and when required.
- To undertake training as required.
- 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.
- 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 3 or equivalent in childcare or equivalent	E	Application Form
First Aid Certificate	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of providing childcare for age 3 to 11 to a high professional standard.	E	Application Form, Interview, References
Proven skills in childcare.	E	Application Form, Interview, References
The ability to plan and organise relevant activities.	E	Application Form, Interview
Proven ability to communicate effectively with staff and parents.	E	Interview
An understanding of the Early Years Foundation Stage and welfare requirements.	E	Interview
Knowledge of Ofsted compliance and inspection.	D	Application Form, Interview
Knowledge and understanding of how to meet the SEND needs of primary age children.	E	Application Form, Interview
Proven skills in leadership.	D	Application Form, Interview, References

PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
To be able to work as part of a team, but also in a leadership role.	E	Application Form, Interview
Competent and resourceful, able to use own initiative.	E	Interview, References
Caring, kind and approachable.	E	Interview, References
Excellent team worker.	E	Application Form, Interview, References
Conscientious and hardworking.	E	References
Ability to work calmly when under pressure.	E	Interview, References
Innovative and creative.	D	Application Form
Able to adapt to new situations.	D	Application Form, References
A flexible approach to work.	D	Application Form, Interview, References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview, References
Competent use of a computer.	D	Interview, References



TERMS AND CONDITIONS

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SALARY
<p>The salary will be between point 04 and point 05 (£24,962 to £25,221 per annum) on the Bolton School Support Staff Salary Scale, dependent on skills and experience. Pro-rata this equates to £10,794.38 and £10,906.38 per annum.</p>
HOURS OF WORK
<p>16 hours per week all year round. Throughout term time the hours are worked either during breakfast club between 7.00am and 9.00am or after school club from 2:30pm until 6.00pm, usually over four days (days are negotiable).</p> <p>During the weeks when the School Holiday Club is running the 16 hours will be worked on a shift basis between 7.15am until 6.00pm, Monday to Friday, days and hours are negotiable. Additional hours as overtime are available during the school holidays.</p>
HOLIDAY
<p>20 days' annual holiday plus additional days' holiday between Christmas and New Year plus public holidays. Pro-rata for part time employees of the School.</p>
LINE MANAGEMENT
<p>Kidzone Manager</p>
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
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). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School. • In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. • Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.

- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- 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.

The successful applicant will be required to complete a six month probationary period.