

### JOB DESCRIPTION

<b>Job Title:</b>	Out of School Childcare Leader
<b>Salary:</b>	£14.33 per hour
<b>Hours of work:</b>	Term time only Breakfast Club: 07:15 – 09:00 Monday to Friday After School Club: 15:00-18:15 Monday to Friday
<b>Place of work</b>	St Joseph's Catholic Primary School, Norfolk Road, Dorking, RH4 3JA
<b>Responsible to:</b>	OSCC Manager
<b>Responsible for:</b>	Senior playworkers, sessional playworkers, volunteers
<b>Job Purpose:</b>	To lead and deliver a programme of Ofsted registered Breakfast and After School Clubs.
<b>Background to role:</b>	YMCA East Surrey run on-site Breakfast and After School Clubs at St. Joseph's Primary School, Dorking, offering wrap around care for a small number of children per day. In addition to this, the Out of School Childcare programme delivers after school clubs on-site at two YMCA buildings, another school and holiday clubs at the YMCA Sports and Community Centre and in the local area.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ To lead the delivery of St Joseph's Breakfast and After School Clubs</li> <li>▶ To work with individual children to offer a range of free play opportunities, as well as a structured programme of social, play and leisure activities to the varying ages and needs of the children attending the service.</li> <li>▶ To build trusting relationships with parents and families, checking that we have the correct information about the children that attend and ensuring that children are collected by authorised people only.</li> <li>▶ To ensure that parents and carers are kept informed of incidents/accidents or other issues relating to their children.</li> <li>▶ To work with the Out of School Childcare team to help promote the YMCA schemes so that attendance figures reach agreed targets in line with budgets. This includes sending weekly photos of children with the appropriate consent to the team.</li> <li>▶ To ensure that all practices within the setting adhere to the Safeguarding Children policy, as well as meeting OFSTED requirements, so that the service offered is of a safe and high standard.</li> <li>▶ To be responsible for the health and safety of children attending all sessions, including carrying out risk assessments and ensuring risk assessment checklists are completed daily.</li> <li>▶ To ensure that resources are well looked after, and to inform the OOSC Manager if extra resources are required.</li> <li>▶ To ensure that appropriate care plans and risk assessments are carried out for children with additional needs and for those on the EYFS register.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Where necessary, to administer First Aid for children who have had an accident, as well as medication for children with health issues, ensuring appropriate training has been completed beforehand.</li> <li>▶ To ensure that all children and young people are made to feel valued and enabled to develop and improve self-esteem self-confidence and positive experiences.</li> <li>▶ To lead a team of playworkers and volunteers, and to ensure that the service provided is of high quality and appropriate for the varying children who attend.</li> <li>▶ When the OSCC Manager is not available, to act as the responsible person in charge of the setting.</li> <li>▶ To be flexible in order to meet the needs of service, including when required also working at the Redhill and Reigate After School Club to help provide cover.</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the OOSC Manager</li> </ul>
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**PERSON SPECIFICATION:**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				Application and certificates
	Level 2/3 qualification in childcare, Playwork or equivalent qualification. We will consider candidates who have a minimum of 2 years' experience of working in a childcare setting who do not hold a qualification if they are willing to undertake one.	X		Application
	Paediatric first aid		X	Application
<b>Experience</b>				
	Experience of leading a team of part time staff	X		Application, interview
	Experience of leading and running a childcare service	X		Application, interview
	Experience of delivering activities or play work with children aged 4 -12	X		Application, interview
	Experience of managing a variety of children's behaviours, and working with children with a range of additional needs	X		Application, interview
	Experience of managing a range of children's medical needs	X		Application, interview
	Experience of working within a set budget		X	Application, interview
<b>Abilities, skills, and attitude</b>				
	Knowledge of Safeguarding and Child Protection legislation	X		Application, interview
	Knowledge of the importance of play in Child Development	X		Application, interview
	Knowledge of OFSTED requirements for Out of School Childcare, including those for the EYFS	X		Application, interview
	Meet all criteria of Children and Families Act 2014			Application, interview
	Good time management skills	X		Application, interview
	Strong communication skills	X		Application, interview
	Ability to work independently and as part of a team	X		Application, interview
	Demonstrate a positive attitude and lead by example	X		Application, interview
	Ability to monitor and maintain safe working practices	X		Application, interview
	Ability to work collaboratively with managers to influence change,	X		Application, interview

	encourage innovation, creativity and continuous improvement			
	Navigating charity policies and compliance requirements	X		Application, interview
	Good working knowledge of data protection and information security	X		Application, interview
	Good spoken and written communication skills with a high level of attention to detail	X		Application, assessment, and interview
	Able to influence and build excellent working relationships at all levels of the organisation	X		Application, interview
	Demonstrate a high level of professional credibility, integrity and emotional resilience	X		Application, interview
	Excellent organisational skills with the ability to keep things simple	X		Application, interview
	Car driver		X	Application
<b>Other requirements</b>	Subject to a satisfactory Enhanced with Children's barred list DBS disclosure	X		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey	X		Application, interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users, and stakeholders	X		Application, interview
	Flexibility around hours of work	X		Application, interview