

### JOB DESCRIPTION

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| <b>Job Title:</b>             | Out of School Childcare Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Salary:</b>                | £14.33 per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Hours of work:</b>         | Term time only with optional role in holidays<br>After School Club: 14:45-18:15 Monday to Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Place of work</b>          | YMCA East Surrey Sports and Community Centre, Redhill, RH1 6JJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Responsible to:</b>        | OSCC Senior Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Responsible for:</b>       | Senior playworkers, sessional playworkers, contracted 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 a community model based afterschool club at our YMCA Sports and Community Centre, offering wrap around care for children who attend nearby schools. In addition to this, the Out of School Childcare programme delivers after school clubs on-site at another YMCA building, holiday clubs at the YMCA Sports and Community Centre, a group for care experienced children along with a Creche.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Main Responsibilities:</b> | <ul style="list-style-type: none"> <li>▶ To lead the delivery of our afterschool club at YMCA Sports and Community Centre.</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 Senior Coordinator 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> |

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|  | <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 Senior Coordinator 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 other Y-Kids Afterschool clubs to help provide cover.</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the OOSC Senior Coordinator and/or Childcare and children's activities Senior Manager</li> </ul> |
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## PERSON SPECIFICATION:

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

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|                           | Ability to work collaboratively with managers to influence change, encourage innovation, creativity and continuous improvement | X |   | Application, interview                 |
|                           | 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                 |