

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Holiday Club Associate</b>
<b>Responsible to:</b>	<b>Holiday Club Setting Lead / Deputy</b>
<b>Responsible for:</b>	<b>None</b>

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### Key Tasks and Responsibilities

#### Job purpose

Assist in the provision of day-to-day supervised care for children in the Holiday Club, providing an enriching environment which encourages the children's all-round development. Work with others in ensuring that a continued high standard of care provisions is in place that meets the needs and aspirations of YMCA Essex.

#### Main tasks

*The Holiday Club Assistant will be responsible for*

- Involvement in the design and running of sessions overseeing activities of children ensuring that they are undertaken in a safe and effective manner and that relevant YMCA Essex policies and procedures are adhered to.
- To establish good working relationships with staff, children and parents. On occasions act as first point of contact for parents to answer or refer enquiries providing accurate and timely responses to enquiries and other routine matters.
- To contribute to the planning and preparation of activities including the organisation & clearing of the facility at the end of the session
- To assist in the care, maintenance etc of equipment and resources ensuring any faults or problems are reported.
- To assist in the preparation, serving & clearing away of snacks and lunches.
- To provide where appropriate, basic first aid and record any incidents according to organisation policy and procedures.
- To ensure children are handed over to parents/carers at the end of the day in accordance with organisation procedure.

#### Other Tasks

- Attend regular team meetings.
- Act responsibly and within YMCA Essex policies and procedures, taking a positive approach to service delivery.

- Identify opportunities for improvement in service delivery and implementing and evaluating changes, where required.
- Maintain professional competence and undertake appropriate training/education, as required.
- Ensure an understanding of national standards and organisational policies/procedures and how they apply to the role.
- Uphold YMCA Essex's standing as a quality childcare provider in a professional, competent, helpful and polite manner.
- Maintain strict confidentiality at all times.
- Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
- Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines.
- Offer a commitment to work unsocial hours if/when required.
- Willingness to assist other teams, and complete additional tasks as required.
- Any other jobs within the capabilities of the post holder.

## JOB SPECIFICATION –

Job Criteria	Essential	Desirable	Useful
<b>Educational Qualifications and Achievements:</b>			
Level 2/3 Childcare NVQ or equivalent		✓	
Paediatric First Aid Qualification		✓	
Food Hygiene Certificate			✓
<b>Knowledge and Experience</b>			
Experience working with children aged 5-10 years of age		✓	
Understanding of safeguarding		✓	
Experience of planning and organising age-appropriate activities		✓	
Knowledge of Health and Safety		✓	
Experience in dealing with parent's queries and issues providing solutions		✓	
<b>Skills and Abilities</b>			
Ability to communicate to a variety of groups from children, parents and colleagues	✓		
Good time management and an ability to prioritise	✓		
Basic level of numeracy and literacy	✓		
ICT literate	✓		
<b>Attributes/Qualities</b>			
Develop positive relationships with staff, pupils and parents	✓		
Affinity with young children	✓		
Work individually and as a member of a team	✓		
Be sympathetic and committed to the Christian aims and purposes of YMCA Essex	✓		
Have personal and professional integrity	✓		
A genuine respect and regard for children and families,	✓		

understanding the issues that impact on their lives.			
Punctuality and good time management	✓		
Able to use own initiative		✓	
Willingness to undertake professional development		✓	

YMCA Essex is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosures and Barring Service.