

Holbeach Children's Club
Ladywell Arena
Silvermere Road
SE6 4QX
Holbeachchildrensclub@gmail.com
07425 107526



Holbeach Children's Club Assistant

We are currently recruiting for an enthusiastic and experienced After-School Assistant to assist with the day-to-day activities of the newly established Holbeach Children's Club. Holbeach Children's Club will provide after school care to children attending Holbeach Primary School with aspiration to extend to a breakfast club in future.

Strategically located at Ladywell Arena we have excellent transport links and will operate Monday to Friday term time only from 3pm to 6.30pm and will be cater for up to 25 children aged 4-11 years old.

The successful applicant will report into the club manager and assist with the day-to-day activities of the club and provide quality play care within the framework of the club's policies and procedures.

The role will include

- Ensuring that all children attending are provided with a safe and stimulating environment.
- Assist with planning high quality age-appropriate educational activities, designed to ensure children are reaching their learning potential.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Ensuring a safe, orderly and well managed walking bus to and from school as required.
- Maintain a high commitment to safeguarding the wellbeing of children
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

Benefits of this role include

- £12 per hour – 15/17.5 hours per week (3/3.30pm to 6/6.30pm Monday to Friday)
- Job share will be considered
- Term Time of 38 weeks per year
- Excellent transport links
- Located close to local amenities
- Start date September 2023

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A successful candidate must have or be willing to complete the following:

- Experience of working with 4- to 11-year-olds ideally within a play-based setting
- Understanding the varied needs of children and their families
- Understanding the issues involved in the delivery of quality play care
- Understanding the issues of equal opportunities
- Provide and facilitate safe and creative play
- Good communication skills
- Able to work as part of a team
- Sound judgement and common sense
- Sufficient understanding and use of English to ensure the well-being of the children
- Excellent communication skills both written and verbal.
- A positive and friendly nature with a passion for childcare.
- A valid Paediatric first aid certificate.
- Food Hygiene Certificate
- Eligibility to work in the UK
- An up-to-date and satisfactory DBS and willing to be part of the update service.

If you think that you fit this description of an enthusiastic and reliable individual who possesses the right attributes for this role, please email your interest to holbeachchildrensclub@gmail.com

Charity Number: 1198485



<https://www.holbeach.lewisham.sch.uk/parents/holbeach-childrens-club.php>



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**** Holbeach Children's Club is an Equal Opportunities Employer ****

**** This position is subject to an Enhanced DBS Certificate and Early Years references ****