

Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



Headteacher: Jo Davies

Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10

Holiday Club Assistant Job Description

Job Title:	Holiday Club Assistant
Line manager:	Holiday Club Manager
Responsible to:	Holiday Club Manager
Job Purpose:	To provide a full range of administrative and secretarial support services to the staff of the school and other stakeholders as part of the administrative team.
Job Purpose:	

The Holiday Club Assistant will work alongside the wider Holiday Club team/Lead to support with holiday club care provision and supervision of the children. This includes setting up activities and observing and engaging with children in their activities, while ensuring their safety at all times, as well as general tidying and cleaning, as required.

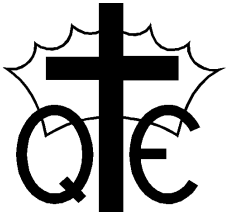
Main Duties

Supervise, care for and assist children during the club / its activities;

- Ensure the club runs smoothly;
- Tidy away activities used, clean tables, sweep floor and, on occasions, wash up;
- Ensure the children have a calm and enjoyable holiday club experience;
- Be a role model for children and set a good example to them, ensuring high standards of behaviour and care;
- Engage with parents/carers and provide feedback on their child's time at the club.

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

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Person Specification

Factors	Desirable	Essential
Qualifications and Further training	First aid Trained	Willingness to complete first aid training
Experience	Experience working in a school environment or other educational setting; Experience working with children / young people; Experience in planning and delivering learning activities; Proven experience and/or expertise working in a similar role; Planning and delivering exciting club activities for children across the Primary age group (advantageous).	
Skills		Excellent communication, interpersonal, and organisational skills; Ability to build effective working relationships with pupils and adults; Knowledge of guidance and requirements around safeguarding children; Ability to remain calm in stressful situations; An understanding and passion about childcare and education; An interest in creating high-quality play experiences for children across the primary age group.
Other Requirements		Enjoyment of working with children; Sensitivity and understanding, to help build good relationships with pupils; A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school and trust. Commitment to safeguarding pupils' wellbeing and equality. Able to work well in a team and contribute to activity ideas. Is self-motivated, energetic, and proactive.

The Holiday Club Assistant will be required to follow school policies and the staff code of conduct.
Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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