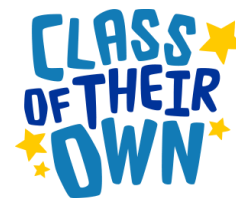


# Assistant Club Co-ordinator

## Job Description / Person Specification



Salary £8.85 to £9.30 per hour.

Hours Monday to Friday various hours between 2.40pm and 6.30pm during term time and holidays to suit

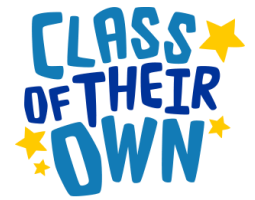
### **Job Description:**

- To work as a member of a team offering exciting, stimulating play opportunities to 4-11 year olds.
- To help plan, prepare and deliver a range of play activities using a variety of mediums e.g. arts and crafts, sport, drama etc.
- To help provide a safe, supportive and happy play environment for children with a variety of needs
- To attend once-termly supervision with Club Co-ordinator
- To actively promote equal opportunities and challenge discrimination
- To help set up activities and tidy up at the end of each session
- To attend meetings & special events e.g. trips out
- To take responsibility for Admin if the Club Co-ordinator is not available
- To respect the organisation's policy of confidentiality with regard to its work with children and families
- To attend all relevant training
- To work within the agreed policies and procedures
- To support the Club Co-ordinator in the running of the After School Club
- To lead sessions if the Club Co-ordinator is unavailable
- To lead circle time and activities as necessary
- To direct and support Play Leaders as required
- To check that all preparation for the safe and efficient running of a session has been completed



# Assistant Club Co-ordinator

## Job Description / Person Specification



### Assistant Club Co-ordinator Person Specification:

- Experience of Playwork or professional childcare
- A NVQ 2 or 3 Playwork qualification or equivalent Early Years qualification (or be studying NVQ Level 3 currently)
- Understanding of the emotional and developmental needs of children aged 4-11 years
- Understanding of a range of special needs e.g. emotional, behavioural and learning difficulties etc.
- Ability to work as a team but also on your own initiative
- Ability to implement all aspects of equal opportunities
- Good communication and team work skills

