



Job Specification

Job Title: Club Practitioner (Breakfast and Afterschool)

Reports to: Club Manager (Breakfast and Afterschool)

About Us:

Pavilion Preschool is a not for profit charity registered charity with the UK Charity Commission and OFSTED and are governed by a team of volunteer trustees.

Pavilion Preschool has been providing fun, learning and play in the community for over 50 years. Pavilion strives to place the needs of children and their families in our community over profit.

Our Breakfast and After School Clubs are places for children to relax and unwind before or after a long school day. A place to be with siblings and friends. To share a story, chat about the day, play some games, be creative, relax in the garden or read a book. Our experienced club team is on hand to support and care for all children who may attend.

Breakfast Club is open to children from 07:45 am. Staff shift starts at 07.30 am.

Children will walk to Sudley Primary School Infant site or Junior site with members of the Club staff team at 8:40 am. Staff shift ends at 09.30 am

After School Children are collected from either Sudley Primary School Infant site or Junior site and walk safely back to Pavilion with the Club staff team. Staff shift ends at 18.00 pm

Job Summary Club Practitioner

You will:

- Assist with the development and daily operational running the breakfast and after school club ensuring it provides a safe, stimulating and inclusive environment. To be flexible and innovative in promoting the development, welfare and potential of all children. Have an awareness of staff to child ratios at all times, keeping children & staff safe.
- Be an integral part of the smooth running of the breakfast and afterschool clubs to meet the relevant legislation requirements.
- Be responsible for the safeguarding of all Club children in partnership with the Pavilion Safeguarding team and Club Manager.
- Build links and work with parents, carers and professionals to promote the wellbeing of all children.
- Be a positive role model and advocate for Pavilion Preschool / Club
- Be a fun person with a positive attitude, creative problem solver and reliable team worker.

Main Duties and Responsibilities

Childcare

- Be responsible for the safeguarding of all children in line with the club's policies & procedures, including reporting concerns and whistle blowing policy. To identify any potential child protection issues related to specific children or to the overall running of the club, partnering with the designated Safeguarding Officer/Club Manager and with other professionals as appropriate in order to safeguard and promote the welfare of all children.
- Collaborate with all staff to ensure that high quality child care is provided and have an awareness of appropriate statutory ratios.
- Provide input into the planning and delivery of play opportunities ensuring they are carried out in a safe and caring environment.

- Facilitate the safe collection and delivery of all registered club children to/from Sudley Primary School Infant and Junior sites and facilitate safe collection of the children by parent/carers.
- Ensure the children are correctly signed in and out using the Club's management software.
- Provide creative, age appropriate play opportunities, preparing activities and organising the programme.
- Check resources and complete daily risk assessments.
- Prepare breakfast and snacks at the start of each session adhering to best food hygiene practice and ensure children with special dietary requirements are catered for.
- Supervise children at all times, ensure safe and appropriate play.
- Reward positive behaviour and deal appropriately with any negative behaviour in-line with the Club's Behaviour Policy.
- Adhere to the Club's code of conduct, acting as an excellent role model at all times.
- Promote the inclusion of all pupils regardless of race, culture, religion, means and ability and celebrate all children as individuals.
- Ensure the provision adheres to the EYFS requirements and take responsibility for any children within the EYFS attending the club.
- Work creatively with the children encouraging them to express their views and take control of their own activities, promoting independence.
- Maintain confidentiality at all times whilst working within agreed policies including the Equality policy and Data Protection Policy.
- Participate in training and development programmes and share all information gained with staff to promote good practice and continued professional development of the team.
- Undertake such duties as may become necessary to ensure the successful running of the provision.

Communication

- You will be an effective communicator and able to communicate with staff, children and their families.
- Promote good working relationships and teamwork within the provision and in dealing with parents, carers and the wider community.
- Attend and contribute to regular staff meetings.

PERSON SPECIFICATION – Club Practitioner

You will need be to be:

- Well organised, efficient and motivated.
- Someone who is passionate about all aspects of childcare and education and able to bring new ideas to the role.
- Caring and have a nurturing approach and be a positive community ambassador for our Charity together with the ability to work as part of a team.

Qualification and other required skills Essential Desirable

	Essential	Desirable
NVQ Level 3 in Child Care/Play work or equivalent	✓	
Paediatric First Aid Certificate		✓
Knowledge of Safeguarding and Prevent Duty	✓	
Recent experience of working with children aged 3-11	✓	
	Essential	Desirable
Experience of working with children with SEND		✓
Food Hygiene Certificate		✓
Ability to plan and deliver appropriate play experiences for children across the age range		✓
Basic IT and admin skills	✓	

Good organisational skills	✓	
Enthusiasm, energy and reliability	✓	

You will be required to undertake an Enhanced DBS check (Pavilion Pre School will pay for this)

Job Type: Part-time (term time only)

Reference ID: BASC 01/25

Expected start date: ASAP

Pay: £11.69 per hour

Number of hours: 27.5 per week

Shifts as follows:

Monday to Friday

Breakfast Club - 07.30 am -09.30 am

After School Club - 14.30 pm - 18.00 pm

To apply:

Please complete the application form and send with a covering letter to:

Sue MacGregor - Clubs and Charity Manager

Email: sue@pavilionpreschool.org