



Responsible to:	Senior Management Team/Childcare Manager
Job purpose:	To assist the Childcare Manager and staff team in the delivery of high quality, stimulating play opportunities for primary aged children, in a safe and caring out of-school environment.
Venues:	Barclay Viewforth Centre and Bruntsfield Centre, Bruntsfield, Edinburgh
Rate of pay:	£7.70 - £9.00 per hour, depending on age, experience and qualification level
Type of contract:	Permanent, with initial 12 week probationary period

Hours of work (term-time):

Variable, afternoons, between 12 and 20 hours per week

Hours of work (school holidays):

Variable, optional.

**Please note, there is a fortnightly team planning meeting on a Wednesday between 1300 and 1400 that all staff are expected to attend.*

Job duties include:

1. Setting up of the club halls to create a stimulating and safe play environment and ensuring all other tasks and responsibilities relating to the safe set-up of the play space are completed on a daily basis.
2. Responsibility for the collection of children from schools within the local community and escorting them safely back to the after school club, adhering to Skool Is Out's collection procedures at all times.
3. Assisting with the preparation and provision of a healthy snack and strict observation of Skool Is Out's Food Hygiene procedures.
4. An active involvement in planning, organising, executing and evaluating play activities for children, contributing ideas and suggestions and engaging in reflective practice.
5. Providing safe, creative and appropriate play opportunities for the differing age ranges of children attending, and encouraging children in their chosen activity. Taking part in games and supporting play, where appropriate.
6. Planning appropriate age specific activities and utilising Skool Is Out resources/identifying new resources, where necessary. Identifying suitable venues and events for workshops, activities and outings, as required.
7. Engaging in observation and evaluation to monitor children's development and ensure activities are tailored to individual's needs, while adhering to the Scottish Governments GIRFEC (Getting It Right For Every Child) principles, The Health and Social Care Standards and the Playwork Principles.
8. Ensuring that relevant risk assessments are adhered to for all activities and outings to ensure children's safety, whilst enabling the children to reach their full potential in their chosen activity.
9. Supervision of children during outdoor play and observing any risks that might occur within the school playground, local parks and on outings, adhering to Skool Is Out's policy on outdoor play.
10. Leadership of play spaces, outings, activities and workshops, as directed by Senior Staff.
11. Administering First Aid where necessary (only if a First Aid certificate is held) and undertaking a First Aid course during the first year of your contract. Thorough recording of all accidents and incidents in line with Skool is Out Policies and Procedures.
12. Adhering to rotas to ensure that the environment where the children are cared for is safe, clean and tidy. Flexibility throughout your job role is vital.

13. To undertake continuous professional development, including short courses and training workshops relevant to the position.
14. Undertaking appropriate childcare qualification as required for unconditional registration with the Scottish Social Services Council (SSSC) and an adherence to the SSSC Codes of Practice at all times.
15. Carrying out all responsibilities and activities within an Equal Opportunities framework.

Please note this list is not exhaustive.

Person specification

Essential for the post:

- Previous experience of working with 5 to 12 year olds;
- Ability to support the provision of safe, stimulating and creative play;
- Ability to communicate effectively and confidently with colleagues, children and service users;
- An understanding of childcare requirements and an ability to meet children's individual needs;
- Ability to work both as part of a team and on own initiative;
- A commitment to equal opportunities.

Desirable for the post:

- Relevant childcare qualification for registration with SSSC as a Practitioner Playworker, or working towards the relevant childcare qualification;
- An understanding of good quality childcare practice, Health and Social Care Standards, the GIRFEC framework and the Playwork Principals;
- Previous experience working in an after school club setting.

The following training workshops are compulsory for meeting the Practitioner job description and will be offered to all staff during their first year of employment (subject to terms and conditions of Skool Is Out's training agreement):

Food Hygiene
Child Protection
First Aid

Other in-house training workshops may be available in the following:

Moving and Handling	Promoting Positive Behaviour	Managing Challenging Behaviour
Understanding Autism	Health & Safety and Risk Assessing	Infection Prevention & Control

All Practitioner level childcare workers must be registered with either the GTC (General Teaching Council) or SSSC (Scottish Social Services Council) as a legal requirement. You must also register with the PVG (Protection of Vulnerable Groups) Scheme, or, if already registered, undergo an update prior to commencing employment with Skool Is Out Ltd. The cost of PVG Scheme registration or update and SSSC registration will be met by the applicant.

Please note that all offers of employment are contingent upon receipt of two references and successful registration with the PVG scheme. Upon commencing employment with Skool Is Out employees will be expected apply for registration with the SSSC within the first 7 working days of employment.