

## THE ROLE

### **JOB PURPOSE & RESPONSIBILITIES**

**Responsible to:** The Supervisor, Manager and Headmaster

**Job Purpose:** Assisting in the running of the Larks & Owls club.

#### **Job Duties**

1. Provision of childcare at the club.
2. Planning and providing safe and creative activities for the club.
3. Carrying out day to day administration (excluding collection of fees).
4. Administering first aid as appropriate.

#### **Person Specification**

##### **Essential for the post**

- Experience of working with primary and infant school aged children.
- An understanding of good quality childcare.
- Ability to provide and facilitate safe, creative play.
- Some experience of administration.
- Ability to work on own initiative.

##### **Desirable for the post**

- An appropriate childcare qualification.
- A current first aid certificate
- A current driving licence.