

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Activities Assistant	
Directorate: Education	Post No:
Section: Out of Hours	Date: 14 May 2014
Responsible to: Activities Supervisor	

Job Purpose

To assist the line manager with the day-to-day operation of the Out of School Club service for children ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. The Out of School Club service may be available before and / or after school and / or during the school holiday periods.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Assist the line manager with the day-to-day running of the provision ensuring that the service meets the care, play and educational needs of the children.
4. Assist the line manager with the maintenance of accurate records of attendance, registration, fees, and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion.
5. Collect any money from the parents / named carers, record it accurately on the service documentation and at the end of the session take it to the administration / finance office for banking.
6. Prepare rooms and resources in advance and ensure that play equipment, materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session.
7. Ensure that the children use the play equipment correctly.
8. Work to agreed quality standards and defined practices and procedures to ensure that the overall team operates in an effective and efficient way.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.