



JOB DESCRIPTION

Holiday Club Assistant

Holiday Club Assistants are responsible for the running of the Accent Holiday Clubs offered to children aged 5-11 years. These are usually local children but occasionally the clubs will welcome foreign children from France or other parts of Europe.

Responsibilities primarily include ensuring the safe running of the club as well as the safety and wellbeing of every child who is involved in it. Assistants must ensure all children are signed in each morning and then signed out when they leave by their parent/grandparent/guardian responsible.

As we do not have private outdoor areas here at Accent, we do endeavour to take the children out as often as possible to nearby places such as Cambridge Park, Candie Gardens, Havelet Beach, Bluebell Woods etc. Assistants must be exceptionally organised and capable to ensure the safety of the group at all times. Risk Assessments must be consulted and understood before any excursion.

Ideas are always welcomed and so other responsibilities can involve involvement with the planning of the club schedules, with ideas on theme, activities, games etc.

Typical tasks that may be carried out include:

- Liaising with main office each club for planned activities and for student lists (Office Manager and /or Director)
- Consult risk assessments before an activity and ensure you are familiar with health and safety, fire safety and first aid procedures
- Respond to emergencies at all times (one first aid pack per group to be held and administered only by trained first aiders)
- Ensure any accidents are recorded accurately and promptly in the Accident Report Book
- Supervise students during activities, with any concerns or problems being raised with the Director or Office Manager immediately.
- On activities organised by Accent, engage with students and organise games as appropriate. Advise the office of any issues.
- Maintain proper levels of students discipline, safety and welfare

Assistants must arrive before the 8.30am club start time to ensure everything is set up and ready, as well as to ensure the club is open ready to welcome the children at 8.30am.



The club is run from 8.30am – 4.30pm from Monday – Friday (excluding Bank Holidays). Assistants must work from 8.15am – 4.30pm, with a one hour lunchbreak each day.

A Holiday Club Assistant must perform a variety of tasks. You report to the Office Manager and to the Director. You should be familiar with a variety of the field's concepts, practices and procedures and can expect assistance wherever needed.

As this role is entirely based working with children, it is a requirement to have the following rules and requirements:

Job Rules:

- Dress and behave appropriately at all times
- Keep your phone in your bag! Personal mobile phones should not be used at any time by leaders, except when it's necessary to communicate with the office.
- As you are working with children, it is forbidden to take any photography of them using a personal device. Photos should only be taken on a device provided by the Director
- Punctuality is essential for this role

Requirements:

- 18+ and eligible to work in Guernsey
- Obtain and provide a valid DBS check (we can help obtain one if Assistant does not already have a current DBS through other means)
- Native or good command of English language
- Experience working with children aged 5-11
- Ability to motivate children
- Be able to relate and engage with children
- Sound organisational skills
- Demonstrate respect for equal opportunities, race and diversity
- Positive, can-do approach to work
- Flexibility, adaptability and ability to cope with changing priorities and challenges

Desirable:

- First Aid Certification (which we can organise if you don't already have one)
- Hold a lifeguarding qualification



- Have a childcare qualification
- Have a second language (French preferable)

Additional Responsibilities

First Aid Trained Member of Staff

First aid is the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital.

The role of a first aider is to give someone this help, while making sure that they and anyone else involved are safe and that they don't make the situation worse.