

Job Description

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| LOCATION | Moira Demesne, Moira |
| JOB TITLE | Moira After-Schools Assistant Manager |
| SALARY RESPONSIBLE TO | £10 per hour Moira After-Schools Manager |
| HOLIDAY ENTITLEMENT | 28 days |
| HOURS | 17.5 hours per week 2pm-6.00pm normally (flexible working is required) |
| LENGTH OF SERVICE | This is permanent, part-time position. |



This post is located in Moira Demesne. THIS POST REQUIRES YOU TO WORK OUTSIDE EVERY DAY, WEATHER PERMITTING

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| MAIN PURPOSE OF THE JOB | To support the Moira After-Schools Manager to provide and manage safe, high quality forest school opportunities and care for children, and assist in the day to day organisation and operation of the after-school club. |
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This is a fantastic opportunity to become employed with a dynamic and progressive national charity.

Main Functions – Moira Assistant After-Schools Manager

1. To assist in providing a high quality, outdoor activities, offering appropriate stimulation and support to the children.
2. To assist in providing safe, creative, appropriate educational/play opportunities, preparing and organising the activities programme.
3. To promote Learning through Play.
4. To assist in providing full care for the children including collection of children from classes and the safe delivery to parents and/or named carers. This will include providing refreshments.
5. To assist in ensuring that the Nature Ranger Centre is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
6. To Deputise in the event that the Moira Nature After-Schools Manager is not available.

7. To assist in ensuring records are properly maintained e.g. accident, incident book and financial records.
8. To administer First Aid as appropriate.
9. To assist in the carrying out of day to day administration, record keeping, ordering and purchasing materials and equipment.
10. To work within an agreed budget.
11. To assist in the marketing of Moira Nature Ranger Centre in a positive way.
12. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.
13. To assist in ensuring that all legal and statutory requirements are implemented and provide reports as required.
14. To assist in the preparation, contribution to and implementation of all club policies and procedures.
15. To attend meetings/training as appropriate and keep up to date with current developments and practice.
16. To carry out all responsibilities and activities within an equal opportunities framework.
17. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Job Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
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| Relevant Experience | <p>A minimum of 2 years' experience of working with children.</p> <p>Experience of leading/managing other staff</p> <p>Must enjoy working outside every day in all weathers. Weather permitting.</p> | Experience of working in a nursery/school environment | CV/interview |
| Education and Training | <p>Relevant NVQ5 or higher (or working towards this).</p> <p>First Aid Qualification.</p> <p>Full Driving Licence.</p> <p>Willingness to undertake child protection training</p> | <ul style="list-style-type: none"> • Food hygiene certificate • Health & Safety training • Evidence of Child Protection training • Forest School training | CV/interview |
| Special knowledge and skills | <p>Ability to supervise a group of children outside in all weathers.</p> <p>Good communication skills.</p> <p>Tact and diplomacy skills.</p> <p>Conflict resolution abilities</p> | | CV/interview/ references |
| Any additional factors | <p>Self-motivated and enthusiastic.</p> <p>Patient, tolerant and friendly approach.</p> <p>Enhanced AccessNI (after appointment).</p> <p>Displays an awareness,</p> | | CV/Interview/ references |

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| | understanding and commitment to the protection and safeguarding of children and young people. | | |
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