

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

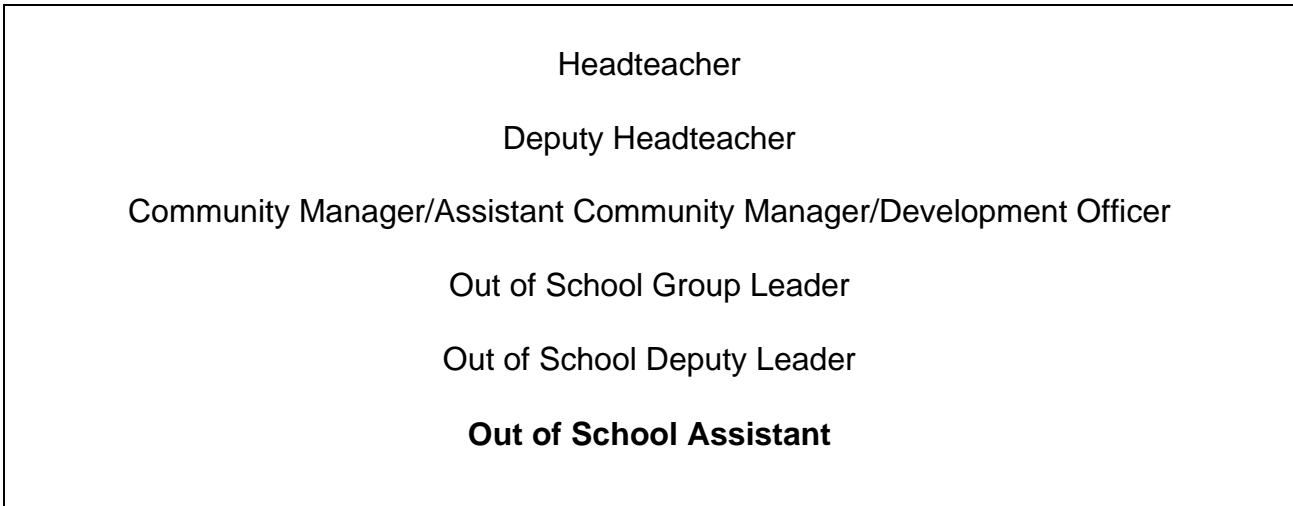
**ROLE PROFILE FORM**

**Section A**

<b>Role profile ref:</b>	02020
<b>Department/Section:</b>	Education - Schools
<b>Role Title:</b>	Out of School Assistant. Role title may also be known in some schools as After School Club Assistant/Playworker/Playcare worker/Breakfast Club Assistant/Playscheme Assistant
<b>Reports To - (Supervisor/manager's role title) :</b>	Varies depending on size and structure of the school. Out of School Deputy Leader.
<b>Role Purpose:</b> (why the role exists)	To assist the line manager with the day to day operation of the Out of School Cub 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.

**Section B Organisation**

*Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).*



**Section C**

**ROLE REQUIREMENTS**

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
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<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Where parental/named carers payment of fees are not up to date, request payment. In some schools, this is not a requirement of the role holder.</li> <li>• 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.</li> <li>• 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.</li> <li>• Ensure that the children use the play equipment correctly.</li> <li>• Where appropriate according to the role performed in the particular school, under the direction of the line manager, routinely inspect play equipment and other resources to ensure that they are in good and usable condition, and inform the line manager of any problems.</li> <li>• Ensure the safe storage of equipment and materials (e.g. labelling boxes) and assist in the maintenance of appropriate records. Not necessarily performed by all role holders in each school.</li> </ul>	<p>30%</p>
<p><b>Team Work</b></p>	<ul style="list-style-type: none"> <li>• Undertake the duties of the role in accordance with the correct procedures relating to the Childrens' Act; OFSTED standards; Child Protection and Health and Safety issues.</li> <li>• Work to agreed quality standards and defined practices and procedures to ensure that the overall team operates in an effective and efficient way.</li> <li>• Participate in regular staff meetings and take further action where required.</li> <li>• Participate in the school's performance management system and undertake additional appropriate training as and when required.</li> </ul>	<p>10%</p>

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<p><b>Service Provision</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the continuous development of the service providing a high professional standard of care to ensure that the service continues to meet the care, play and educational needs of the children.</li> <li>• Provide full care for the children as required including effective liaison with parents/named carers and other childcare agencies on educational and care/medical matters encouraging parental/carer involvement and support in the provision of the service.</li> <li>• Working with the line manager to plan and set-up balanced, stimulating, creative, secure and safe play activities suited to the age ranges, learning needs and abilities of the children using the service and encourage those children to participate.</li> <li>• Comply with the service and outside agency policies and procedures particularly relating to health and safety, child protection and equalities policies and procedures to ensure the safety and security of children at all times.</li> <li>• Participate in staff meetings to discuss the present and future needs of the service provision and to contribute to its overall development.</li> <li>• Under the direction of the line manager, to escort/transport children to and from the school/agreed point/classrooms/club and ensure safe delivery to the parents/named carers.</li> <li>• Maintain an accurate knowledge of the collection list.</li> <li>• Administer First Aid when required ensuring that procedures are adhered to and that the appropriate action is taken and forms completed in the event of an accident.</li> <li>• Be aware of any medical conditions of the children in attendance.</li> <li>• Maintain effective working relationships with parents/named carers, responding to routine queries when raised.</li> <li>• Manage childrens' behavioural problems in accordance with the club, school and County Council's behaviour management policies and procedures, and liaise with parents/named carers as necessary.</li> <li>• Adhere to the school's equal opportunities policy for school staff and pupils.</li> <li>• Advise parents/named carers about childcare benefits relevant to the service provision. This is not necessarily a required of all role holders and depends on the service provision in the school.</li> </ul>	<p>55%</p>
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	<ul style="list-style-type: none"> <li>• Supervise children's' basic hygiene arrangements.</li> <li>• Assist children with the selection and distribution of refreshments.</li> </ul>	
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> <li>• Complying with relevant legislation e.g. Health &amp; Safety and Fire Regulations to ensure the Health &amp; Safety of children in his/her care.</li> <li>• Maintain and promote sustainability issues in the service to contribute to the school and corporate objectives.</li> <li>• Maintain awareness of the County Council's duties with regards to equalities issues.</li> </ul>	5%

**Section D -The key decision making areas in the role**

Purchasing materials and equipment (informs line manager of requirements)  
 Stock control (assists with monitoring and maintaining supplies and equipment) depends on the school  
 Parental/Named Carer complaints or non-routine queries (refers to line manager)  
 Service policies and procedures (refers to line manager where appropriate)  
 Areas of responsibility will vary with school size and structure

**Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)**

38 - 40 Number of children in the service on a daily basis during term time  
 30 Number of children in the service on a daily basis during school holidays  
 The service covers children in the early years provision to those children in primary and secondary schools and is dependent on the type of school and service being offered.  
 Collection of money from parents/named carers for regular/casual sessions varies depending on size of school

**Section F – The main contacts – external/internal customer contacts and purpose**

**Internal contacts**

Children (daily in a care and educational role)  
Line Manager (daily to discuss day to day work requirements)  
Administration/Finance Staff (daily handing over money for banking)  
County Council Departments (occasionally seeking guidance, responding to routine queries and imparting general information)

**External contacts**

Professional external agencies (occasional school matron, medical personnel)  
Parents/Named Carers (daily – delivery of children; responding to routine queries; discussions on child care needs/welfare matters)

**Section G - Working conditions – environment, and physical effort or strain.**

Role holders will be required to work during term-time outside school normal working hours.

Role holders may be required to work during school holiday periods according to the service provision. Therefore the hours of work may be adjusted to fit in with the longer working day. In some schools, school holiday working is an overtime option and by undertaken by agreement.

Some children exhibit challenging behaviour and may need specific behavioural management measures in place.

Nausea (children being unwell).

Moving, handling and transportation of play equipment and other material or resources to venues/rooms where sessions are held.

**Section H - Context/additional information**

The Out of School Club Service provision varies according to the school. The service provision may cover Breakfast Clubs only, After School Clubs only or Summer Clubs only, or a mixture of all three types of provisions.

The role holder is required to assist the line manager with the maintenance of good working relationships under difficult circumstances.

Role holder is expected to respect and practise confidentiality at all times.

Role holder is expected to use initiative and ensure the health and safety of the children in their care.

**PROGRESSION IN ROLE**

**Section I - Entry: Necessary role-related knowledge, skills and experience at selection**

- Hold an appropriate childcare or playworker qualification or proven evidence of working towards the qualification e.g. CACHE Entry Level or Level 1.
- Knowledge and understanding of quality childcare and the role of a playworker.
- Experience of caring for and supervising children of a wide age range and providing safe creative play activities and ability to undertake all associated administrative tasks.
- Ability to maintain excellent working relationships with the team and customers.
- Ability to communicate with parents/carers and children and instil confidence with them.
- Working effectively in a team as well as on own initiative using judgment and common sense at all times.
- Commitment to equality of opportunities for all children and staff.
- Punctual in nature.
- Hold a current valid driving licence.

**Section J – Initial induction/training required to become effective in the role**

- Trained in policies and procedures that must be followed in accordance with the Childrens' Act, OFSTED standards, Child Protection Health and Safety Regulations and hygiene requirements applicable to the role.
- Able to demonstrate an understanding and knowledge of the school's policies and procedures and the legislation governing childcare.
- Suitably trained in First Aid which meets the Health and Safety Executive First Aid at Work requirements.
- Suitably trained in the Minibus Driver Awareness Scheme (MIDAS) in order to use the school minibus where required by the nature of the service provision in the school.
- Undertake suitable playwork training for example Take Ten for Play, NVQ level 2 in Playwork or Cache Certificate in Playwork.
- Attendance at training courses on any relevant issues

**Section K – Operationally effective: How would effectiveness in role be demonstrated?**

- Demonstrates general knowledge of the service and is able to deal with routine queries.
- Able to plan and set-up play activities with minimal supervision.
- Maintains accurate records where required by the service provision of the school.
- Demonstrates the ability to work on own initiative.
- Contributes their views and workable ideas at team meetings.
- Able to assist the line manager with the maintenance of appropriate levels of equipment, materials and other resources to meet the needs to the children using the service.
- Able to demonstrate an understanding and working knowledge of the Childrens' Act, OFSTED standards, Child Protection, Health and Safety issues and hygiene requirements.
- Able to demonstrate knowledge of the child care benefits available to parents/named carers which are relevant to the service provision of the particular school.
- Able to handle difficulties that may arise with behaviour.
- Proactive to the needs of the children.
- Successful performance against measurable targets set in their annual performance and regular reviews.

**Section L - Adding value: What characteristics will the advanced role holder demonstrate?**

- Achievement of an appropriate National Vocational Qualification in playwork (Level 3) or any other relevant qualification, within an agreed timeframe.
- Effectively deputises for the line manager in his/her absence ensuring compliance with management routines.
- Able to consult with the parents/named carers to establish and agree their immediate requirements and perceptions of the service in order to ensure its continuous improvement.
- Ability to co-ordinate a number of activities with no line management supervision.
- Positive feedback from parents/named carers on the provision of the service.