



Children's Holiday Camp Assistant

Job Description

Monkton Leisure is seeking to appoint a number of suitably qualified and experienced Children's Holiday Camp Assistants whose primary responsibility is to assist with the day to day running of the popular Monkton Minis and Muckers holiday play schemes. This scheme is for 4-8 and 8-14 year old children based at Monkton Combe School (most commonly the Prep and Pre-Prep sites).

Please note Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service



Monkton Sports Club Overview

Monkton Sports Club is situated just 2 miles from the centre of Bath. Located in the grounds of the Monkton Combe Prep School in Combe Down, the Club enjoys spectacular views of the surrounding Midford Valley.

As part of Monkton Combe School our aim is to offer an accessible Leisure facility which offers competitive fully inclusive membership packages to the local community and have developed an outstanding and highly acclaimed programme of childcare and activity courses during the school holidays.

As part of Monkton Combe School we support the School's vision, mission and values as well as the School's Christian ethos.

Monkton Vision: Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

Monkton Mission: Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

Monkton Values: Confidence, Integrity, Humility, Service



Children's Holiday Camp Assistant Job Description

Post: Children's Holiday Camp Assistant

Relationships: The post holder is responsible to the Course Leader and Commercial Manager

Fundamental Task: The primary responsibility of this post is to assist with the day to day running of the Monkton Combe School, Minis and Muckers holiday play schemes for 4-8 and 8-14 year old children

Specific Duties:

1. To help plan and execute a range of daily activities suitable for the age range. Each holiday will be given a 'theme' which will need to be planned for, and where necessary, equipment required ordered in a timely fashion. Emphasis should be placed on the Creative and Physical development of each child and a fun environment.
2. To be responsible for the safe keeping and happiness of the children in your care.
3. To ensure that there is adequate supervision of the children at all times.
4. To adhere to the guidelines for set out in the Monkton Leisure Policy Booklets for children between 4-8 and 8-14 years, and comply with all appropriate Ofsted Regulations.
5. To ensure that all aspects at work take due regard for the safety of self and others, paying particular attention to the Health and Safety at Work Act 1974.
6. To ensure that your First Aid qualification is kept current.
7. To ensure Monkton Mini's/Mucker's activities are respectful of Monkton resources, classrooms and workspaces.
8. To ensure that all equipment is kept clean and tidy and any broken or damaged equipment is reported.
9. To be responsible for the security of the premises in which the play scheme resides in the absence of the leader, to ensure that they are locked up.
10. To undertake such other duties as may reasonably be required by the Commercial Department.
11. To report any accident or incident to the Commercial Office shortly after it happens, and to fill in the appropriate forms. Advice of any incidents that need to be reported to RIDDOR within 2 hours of this occurrence.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.



Children's Holiday Camp Assistant Person Specification

		Essential	Desirable
Qualifications	Hold a recognised qualification (NVQ Level 2 Playwork or equivalent)		√
	Paediatric First Aid Training		√
	Basic Food Hygiene		√
Experience	Previous experience of working with children	√	
	Significant experience and expertise in supporting and being a team member in a childcare setting		√
Knowledge And Understanding	Basic knowledge of needs of young children	√	
	Equal Opportunities, Health and Safety and Child Protection	√	
	Knowledge of issues relevant to education and child development		√
Skills	Able to form excellent relationships with children, staff and parents	√	
	Able to communicate well and establish firm and consistent boundaries	√	
	Able to keep clear records	√	
	Organisational skills	√	
	Ability to create attractive and stimulating displays using children's work.		√



Personal Attributes	Initiative	✓	
	Flexibility / adaptability / Reliable	✓	
	Sympathy with schools Christian ethos	✓	
	A good sense of humour	✓	
	Patience	✓	
	Proactive / problem solving skills		✓



Children's Holiday Camp Assistant Terms and Conditions

Salary	Paid at the rate of £8.81 per hour to be reviewed annually. To be claimed on monthly time sheets this should be countersigned by the Commercial Manager before being forwarded to Payroll for payment.
Hours of Work	8.30am – 5.45pm (The hours of work will require a flexible time commitment and will be agreed in advance by the Commercial Manager).
Pension	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
Holiday	28 days per annum including Bank Holidays, pro rata for part time/part year
Lunch	Will be available and may be taken at School while catering facilities are functional (normally during School terms and a few days either side) if working hours coincide with School lunchtimes.
Notice	One week's written notice from either party.
Retirement	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
Medical	All employees are subject to a medical report and to undergo a medical examination, if required.
Security	Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.



Child Protection (Safeguarding) and Staff Code of Conduct and Behaviour Policy, including EYFS

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

1. To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
2. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
3. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
4. To maintain links with parents and representatives of outside agencies.
5. To view seriously any instances of bullying and to deal with them effectively.
6. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
7. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found [here](#)
If you are unable to access the internet, please request a hard copy.



Equal Opportunities Policy, including EYFS

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.



4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.
5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.



3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour
 - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
 - persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.