

Job Title: Monkton Minis/Muckers Assistant

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

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

Responsibilities:

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. Act as a role model at all times and be able to make sound and consistent decisions which gain the respect of the children in your care, this will aid the production of a controlled and constructive environment for the children to enjoy.
5. To adhere to and reinforce 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.
6. 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.
7. To ensure that your First Aid qualification is kept current. Be prepared to deal with any emergency which may arise in accordance with Monkton's policies.
8. To ensure Monkton Mini's/Mucker's activities are respectful of Monkton resources, classrooms and workspaces.
9. To ensure that all equipment is kept clean and tidy and any broken or damaged equipment is reported.
10. 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.
11. To undertake such other duties as may reasonably be required by the Commercial Department.
12. 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.

	Essential	Desirable
Qualifications		Hold a recognised qualification (NVQ Level 2 Playwork, Sports Leaders qualification or similar) 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 genuine love of children and a loving and caring nature A good sense of humour	Proactive / problem solving skills

	Patience	
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MONKTON MINIS/MUCKERS ASSISTANT Terms and Conditions

Salary	From £8.57 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 the Bursary 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).
Holidays	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 notice from either party.
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.

MONKTON MINIS/MUCKERS ASSISTANT Child Protection (Safeguarding)

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, Houseparent's, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

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.

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.

1. 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.
2. To maintain links with parents and representatives of outside agencies.
3. To view seriously any instances of bullying and to deal with them effectively.
4. 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.
5. 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 (Safeguarding) document can be found through URL:

<http://monktoncombeschool.com/assets/files/policies/Child%20Protection%20Safeguarding%20Policy%20June%202013.pdf>. If you are unable to access the internet, please request a hard copy.

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 status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.
2. All employees should be treated 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 status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disability Discrimination Act and the Part-time Workers legislation.
4. Notwithstanding the School's designation as a School with a religious character by the DfES, 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 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 possibly subject to disciplinary procedures. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
6. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable.
7. 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.

8. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
9. 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 unacceptable and will be regarded as gross misconduct. 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 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
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress.
5. Harassment, and particularly sexual, racial or disability harassment, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of summary dismissal.
6. Equally, 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 gross misconduct for disciplinary purposes.
7. 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.