

## Job Description



<b>Job Title:</b>	<b>Out of School Practitioner</b>
<b>Location:</b>	<b>Dovedale Nursery, Moulsham Street Site</b>
<b>Responsible to:</b>	<b>Nursery Manager</b>
<b>Responsible for:</b>	<b>No Subordinate Staff</b>
<b>Hours:</b>	<b>Up to 23 and a half hours per week</b>

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### **Main Tasks and Responsibilities:**

- 1. Responsibilities**
- 2. Qualifications & Skills**
- 3. Working Pattern**

#### **1. Responsibilities**

- 1.1 Collect children from local schools.
- 1.2 Plan activities to meet the needs and interests of children.
- 1.3 Provide snacks and tea.
- 1.4 Work alongside other staff maintaining safety etc.
- 1.5 Work in partnership with parents.
- 1.6 Keep rooms and equipment clean and safe.
- 1.7 To plan and prepare a programme of activities.
- 1.8 To provide safe, creative and appropriate play activities.
- 1.9 To supervise children in a variety of activities ensuring safety at all times.
- 1.10 To undertake relevant training as deemed necessary.
- 1.11 To promote equal opportunities throughout all aspects of the work.
- 1.12 To encourage parental involvement and support of the club.
- 1.13 To undertake other duties as may become necessary to ensure the successful running of the scheme.

- 1.14 To ensure the safe use of clubs property and equipment.
- 1.15 To record and inform parents of any incidents or accidents relating to their children that has occurred during the session.
- 1.16 To attend staff meetings as appropriate.
- 1.17 To provide full care for the children, including school collection, refreshments and first aid, etc.
- 1.18 To liaise with the Management Team and produce reports where necessary.
- 1.19 To develop the project to Quality Assurance.

## **2. Qualifications & Skills**

- 2.1 NVQ Level 3 in Playwork/ early years subject or equivalent.
- 2.2 A clear passion for wanting to work with children. (Additional qualifications and experience will be considered).

## **3. Working Pattern**

- 3.1 Monday to Friday during term time.
- 3.2 Term time shifts are 7.30- 9 and 2.45-6.00 Mon-Fri.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

# **BENEFITS OF WORKING AT CHELMSFORD COLLEGE**

Why work for us? We offer our staff the following:

## **Work Benefits**

- Generous annual leave entitlement - 50 days for academic staff
- Special Leave provisions
- Work From Home:
  - Academic: 20 days per year
  - Business Support: Agreed with Line Manager
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Staff Recognition Awards
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

## **Health Benefits**

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

## **Financial Benefits**

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers' Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon - The Princes Salon

## **Professional Development Benefits**

- Excellent professional development opportunities - including 10 professional development days each year
- Back to Floor Days 1.5 days per year
- Free membership to on-site library/learning centres