

## The Zone – Mini Zone Assistant (Fixed Term)

### Overview

#### Job Purpose

To assist the Mini Zone Leader with day-to-day activities at our holiday club to ensure our Mini Zone children have the best day!

### Main Duties

This job description indicates the range of duties involved is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

The Mini Zone assistant will help plan, prepare activities alongside the Mini Zone Leader to ensure the smooth running of the camp. The job holder will be honest, reliable, hard-working and most importantly willing to have fun and enjoy working with children.

- To ensure the safety and wellbeing of all children attending The Zone at all times
- To assist with planning a weekly schedule of activities
- To ensure that areas are kept tidy at all times before, during and after activities
- To ensure that Health and Safety guidelines are adhered to
- Liaising with parents when required
- Create and assist with delivering activities for the children
- Assisting with ideas for social media
- Ensuring the children have a fantastic day

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Person Specification

#### Qualifications

Full and relevant level 2 or 3 Early Years Educator	Essential
Pediatric First Aid Qualification	Essential

#### Experience/Knowledge

Experience of working in a Nursery environment with 2 – 4 year old children	Essential
A strong knowledge of Early Years	Essential
Safeguarding Trained	Essential
Experience of working at a holiday club	Desirable

#### Skills and Personal Attributes

- Able to engage with children of varying ages
- Able to think on feet and able to change plans quickly
- Common sense approach to work
- High levels of personal and professional integrity
- Commitment to high standards
- High degree of self-confidence, personal energy and dynamism
- Passionate about childcare and an enthusiasm for engaging with children.
- High levels of energy to keep up with children

- Flexible and firm with the ability to know when to be either.
- Personable

**All positions are subject to safeguarding checks including an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS), shortlisted candidates will be subject to an online check.**