

Role Profile

Post Title:	Healthy Start Club Worker
Grade:	4
Date Created:	November 2018

ROLE DEFINITION

To assist with the provision of breakfast and the planning and delivery of activities in relation to the Healthy Start Club in the school.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- To assist with the planning and delivery of a suitable and varied programme of activities designed to meet the children's individual needs and encourage play opportunities.
- To work as part of a team to prepare and serve breakfast to the children and clear up afterwards.
- To help with the escorting of children to school who have been at the club.
- To work as part of a team to ensure that the activities are carried out in a caring, safe and creative environment at all times.
- To assist the coordinator with the keeping of records and statistical information as required.
- To be responsible for taking in any income and completing relevant paperwork.
- To participate in any training and development opportunities as they arise.
- To be part of the rota for the regular checking and cleaning of equipment.
- To work as part of a team to assist with the inclusion of all children in the setting.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	Minimum of 3 standard grades at 3 or above	- Qualification in playwork early education and childcare or equivalent - Elementary Food Hygiene certificate	- Application Form - Interview
Experience	Working with school aged children		- Application Form - References - Interview
Specialist Knowledge	Awareness of general safety issues	Cash handling	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)
Skills and Abilities	- Communicates well with young people - Able to manage groups of children - Works well as part of a team but can also work on own - Flexible approach		- Application Form - References - Interview
Other			- Application Form - Interview - Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

