



# Monkton Holiday Camp Assistant

Information Pack





## 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



## Job Description

**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 8-12 year old children

**Hours or Work:** 8.15am – 5.30pm (The hours of work will require a flexible time commitment and will be agreed in advance by the Commercial Manager).

### Specific Duties:

- 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
- To be responsible for the safekeeping and happiness of the children in your care
- Be happy running activities with a small group of children, example of which can be sports, arts, baking, supporting with a combat archery session, wide games.
- To ensure that there is adequate supervision of the children at all times
- 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
- 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
- To ensure that your First Aid qualification is kept current
- To ensure Monkton holiday camp activities are respectful of Monkton resources, classrooms and workspaces
- To ensure that all equipment is kept clean and tidy and any broken or damaged equipment is reported
- 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
- To undertake such other duties as may reasonably be required by the Commercial Department
- 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.

### Person Specification

		Essential	Desirable
<b>Qualifications</b>	Hold a recognised qualification (NVQ Level 2 Playwork or equivalent)		√
	Paediatric First Aid Training		√
	Basic Food Hygiene		√
<b>Experience</b>	Previous experience of working with children	√	
	Significant experience and expertise in supporting and being a team member in a childcare setting		√
<b>Knowledge And Understanding</b>	Basic knowledge of needs of young children	√	
	Equal Opportunities, Health and Safety, safeguarding and Child Protection	√	
	Knowledge of issues relevant to education and child development		√
<b>Skills</b>	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.		√



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

**Safeguarding**

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](#)
- [Equal Opportunities Policy, including EYFS](#)

**Diversity Statement**

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.