Job Application Pack

Afterschool Assistant

Closing Date:

Friday 20th October 2016

Closing Time: 1pm

The HUBB Community Resource Centre

30 St Aubyn Street

Belfast

BT15 3QF

No: 02890 777511

Email: [n.belfasthubb@live.co.uk](mailto:n.belfasthubb@live.co.uk)

***The HUBB is a community based initiative formed to address historical and cultural awareness, utilise peace and reconciliation, build community/personal capacity and branch- out for youth intervention.***

***Company Number: N1629691 Registered Charity Number: XT15415***

Monday 9th October 2017

Dear Applicant,

This pack includes a job description, job specification, application form and equal opportunities form. Please complete all of the enclosed documentation.

Also please use an extra envelope for your equal opportunities form as this is to be kept confidential.

Closing date for receipt of completed applications is the Friday 20th October 2017

Applicants shortlisted will be informed by telephone. Interviews will take place on the Wednesday 25th October 2017. Applicants need to be aware that start date will be as soon as possible (or as soon as the vetting process is completed). If you get an interview for the post could you please bring along ID (we will email you this information required prior to your interview).

Please return this application form to the following address:

Colleen Crothers,The HUBB Community Resources Centre, 30 St Aubyn Street, Belfast, BT15 3QY

Thank you for enquiring for this current post.

Yours Sincerely,

Colleen Crothers

Childcare Manager

Job Description

Post: Afterschools Assistant

# Responsible to: Afterschools Manager

**Hours: 16 Hours**

**Salary: £8.00 per hour**

# Main purpose of Job

The Afterschool assistant will be based at The HUBB Community Resource Centre and be responsible for overseeing and organising the delivery of the Mariners Afterschool Care. The Afterschool Assistant is responsible for the day to day running of the childcare unit and ensuring that there is high quality, safe, caring and welcoming environment for children and their families.

**Key Responsibilities**

1. To support each child by providing a stimulating and varied programme of play, in order to enhance each child’s abilities.
2. To ensure the protection, safety and well being of children at all times.
3. To support the manager on a day-to-day basis and carry out regular administration
4. To integrate with other staff including management, in order to ensure a team working environment.

# Main Duties

1. Assist Management in providing effective day-to-day running of the Afterschools unit
2. Assist Management in the collection and accounting of monies.
3. To listen to, encourage, enable, stimulate and ensure the well being of children placed in the Afterschools unit.
4. To prepare and fully set out the playroom before the children arrive and tidy it up after the children leave.
5. In conjunction with the staff team, make systematic observations and assessments of each child’s individual needs within the group and plan daily to meet these needs.
6. To keep up-to-date records as stipulated by social services and the requirements of the management of the group.
7. In conjunction with Management, to contribute to the creation, maintenance and improvement of a child centred environment.
8. To implement the standards laid down in the centre’s childcare policies and procedures.
9. To assist management in promoting Equal Opportunities within the Afterschools facility.
10. To work alongside parents/carers of special needs children to achieve full integration within the Afterschool facility.
11. Undertake certain domestic duties within the Afterschools facility, i.e. preparation of snacks, cleansing of equipment.
12. Work alongside Management and staff team to ensure that the philosophy behind the Afterschool facility is fulfilled.
13. To keep strictly confidential any personal information regarding the children, their families or other staff, which is learnt as part of the job. Such information should only be passed on in the interests of the individual and only to the designated person.
14. Undertake other duties, which may be requested from time to time by Management.
15. To work within the Mission, Vision and values of The HUBB Community Resource.

**Person Specification**

# Essential Criteria:

* NVQ 2 in Childcare & Education or equivalent
* Or Youth Work Level 2 & minimum of 3 years’ experience.
* A minimum of 1 years assistant y experience in an Afterschool setting
* Driving Licence (no restricted driver)
* Experience of curriculum planning
* A flexible approach to working hours
* Ability to work as part of a team

**Knowledge**

* Knowledge and understanding of child development and the needs of children and their families.
* Knowledge and understanding of the importance of parental involvement.
* Good observation and record keeping skills.

**Abilities**

* Excellent interpersonal and communications skills.
* Willingness to work at different locations if and when required.

**Personal Attributes**

* The post holder must be friendly, caring, helpful and flexible.
* Possess good listening skills.
* Have patience and understanding.
* Be approachable.

**Desirable Criteria:**

* NVQ 3 in Childcare & Education or equivalent
* Experience of working in an afterschool setting
* Experience of working with children with special needs
* Training in First Aid
* Paediatric First Aid trained
* Level 2 Food Hygiene

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| **APPLICATION FOR EMPLOYMENT** IN CONFIDENCE **Application No:**  **Position Applied for: Prison to Peace Coordinator**    **The HUBB Community Resource Centre** |  |
| Please read, job description and person specification carefully before completing this form.  Short listing will be carried out solely on the basis of information provided on the application form. CVs will not be considered.  This form will be photocopied, so please write clearly in **black** ink or type. | |
| Personal Details | |
| Post Applied for: Afterschool Assistant | How did you learn about this vacancy?  (Please give name of publication or website) |
| Surname:  Forename(s):  Preferred Title: | Contact Address:  Postcode:  Tel No home:  Tel No work:  Email address: |
| Do you need a work permit to take up employment in the UK Yes/No | |
| Please state the number of working days you have been absent from work through illness in the last 2 years, the number of episodes this represents and the reason for any absence. | |
| Please give details of any criminal convictions you have (excluding motoring fines/penalty points) | |

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| **Education (Secondary/Higher)** | | |
| School/College/University attended | Subjects studied and grades attained at GCSE/A level | Dates (from-to) |
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| **Other relevant courses or training undertaken** | |
| Course/Training details | Dates |
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| **Present or most recent employer** | **Main duties and responsibilities** |
| Name and address of employer:  From: To:  Position held:  Reason for leaving:  Current/most recent salary: |  |

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| **Previous employment** | | | | | |
| **Dates From-To** | **Employer’s name** | Position held | **Reason for leaving** | **Main duties** | |
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| **Previous practical experience gained in an unpaid capacity** | | | | | |
| **Dates From-To** | **Employer’s name** | **Position held** | **Reason for leaving** | | **Main Duties** |
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| **References:** | |
| **Please give the name and contact details of two people The HUBB may approach for a professional reference.** | |
| Existing/most recent employer  Name:  Company/organisation  Address:  Telephone No:  Job title:  In what capacity do you know him/her | Name:  Company/organisation  Address:  Telephone No:  Job title:  In what capacity do you know him/her |

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| May we contact your current employer prior to interview (this will only be taken up if you are short listed)  Yes/no  All jobs are subject to satisfactory references being obtained. | If offered this appointment when would you be free to start? |

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| If any particulars given by you in this application are found to be false or if you wilfully omit or suppress any material facts, any offer of employment may be withdrawn. Alternatively, if you are appointed when the correct facts come to light you may be liable for dismissal.  I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT.  SIGNED: DATE: |

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| This form should be returned to The HUBB 30 St Aubyn Street Belfast BT 15 3QF in a sealed envelope, marked confidential by Monday 10th October 2016 at 1pm |

In the following questions please explain how you meet the person specification criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience to meet the short listing requirement.

(Please continue on additional sheet if necessary)

POST APPLIED FOR: Afterschool Assistant

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| 1. A recognised NVQ Level 2 qualification in Childcare & Education or equivalent (Youth Work level 2 with experience). |

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| 2. One years’ experience of working in an Afterschool facility? |
| 3. Experience in a Primary Youth Club? |
| 4.Experience of activity planning and reviewing? |

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| 1. Please explain to us how you have the ability to work as part of team (please use examples)? |
| 1. Please state any other information that you feel highlights where you meet the knowledge, abilities, personal attributes laid out in the Personal Specification? |
| 1. Please state any other information that you feel highlights where you meet the Desirable Criteria? |

Are you willing to work outside of normal working hours when required? For which time off on lieu will be granted?

Yes

No

**HUBB**

**MONITORING INFORMATION**

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| Monitoring Reference Number: |

**FOR MONITORING PURPOSES ONLY**

**The HUBB Community Resource Centre** monitors the applications it receives for jobs in order to ensure that its recruitment practices promote equality of opportunity.

The information will be treated in the strictest of confidence and protected from misuse, and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

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| **Please indicate your religion or the religion to which you would be perceived to belong by ticking the appropriate box below:**  I am a member of the Protestant Community  I am a member of the Roman Catholic Community  I am a member of neither the Protestant nor the Roman Catholic Community |

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| **Please indicate your gender by ticking the appropriate box below:**  Male  Female |

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| **Please indicate your marital status by ticking the appropriate box below:**  **Married**  **Single**  **Divorced/Separated**  **Widowed**  **Other** |

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| *Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.*  **Do you consider that you meet this definition of disability?**  **Yes**  No  If YES please state the nature of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  or effects of your disability |

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| **Please describe your ethnic origin by ticking the appropriate box below:** | |
| White  Irish Traveller  Black-Caribbean  Black-African  Black-Other (please specify) \_\_\_\_\_\_\_\_\_  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Indian  Pakistani  Bangladeshi  Chinese |