



BOSCO Beckenham Out of School Care Organisation

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Charitable Status: CC40574

JOB DESCRIPTION – RELIEF ASSISTANT

Purpose of the Position:

To contribute to the smooth running of the Before School, After School and/or the Holiday Programmes when required to ensure adequate Staff/child ratios are maintained.

Accountability:

Responsible to the BOSCO Co-ordinator and Management Committee and the BOSCO Supervisor if working at the before school programme.

Tasks and Responsibilities:

Before School, After School and Holiday Programmes:

Implement programmes as planned by Co-ordinator (and Supervisor for Before School Programme).

Assist with setting up of Multi-Purpose room for sessions and all planned activities for the days working, and refer to board for planned daily activities.

Help prepare breakfasts and afternoon teas (refer to board for that day's).

Help serve breakfasts and afternoon teas.

Help with all domestic duties; help put everything away at end of sessions.

Children:

Encourage children to join in any planned activities and fully participate yourself in all planned activities.

Ensure interpersonal conflicts between children are resolved safely.

Focus on behaviour not the child.

Reinforce children's positive behaviour often.

Be aware of differing moods of children; be able to adapt standards if they are fatigued, irritated or stressed.

Treat all children fairly and equally.

Behaviour Management of children (refer to page 3 section 6 of policy and procedure manual or Co-Ordinator for this).

Be in a position to be able to see children at all times.

Environment:

Create an environment, which is comfortable for all children.

Ensure all equipment is used in a safe manner.

Ensure children are safe from danger (e.g. no running inside, chairs out of the way.)

Health & Safety:

Administer first aid as required (if you maintain a first aid certificate, otherwise notify Co-ordinator)

Be aware of any special requirements for a particular child (e.g. medication, food allergies, parent requests etc.)

Participate in Fire/Earthquake drills as required (refer to Co-ordinator for your role in all emergency procedures).

Be familiar with, and comply with all Health & Safety regulations and any health & safety requests (including RAMS forms) by Co-ordinator or Management.
Correctly fill in any accident and/or incident reports when required and ensure they are signed off by Co-ordinator and child's parent or a staff witness if for you. Ensure all accidents and incidents are advised to the Co-ordinator immediately (including for you).

Administration:

Let Co-ordinator know if unavailable for After School session before 10am or 7am for Before School or Holiday Programme so as a suitable replacement can be found by ringing (not texting) the Co-ordinator. If Co-ordinator is unavailable please ring Supervisor (do not leave a message, you must speak to either Co-ordinator or Supervisor)
Ensure your timesheet is correctly filled in and Co-ordinator signs off each fortnight/ or whenever you do work for paying of wages.
Ensure you notify Co-ordinator of any changes in address, bank details or any other relevant personal details held on file.

Team Work

Be a co-operative member of the team.
Be open and responsive to all parents including outside users.
Ensure an appropriate level of supervision of the children is maintained at all times.
Undertake an equal share of the domestic duties in the programme.

Professional development:

Be conversant with BOSCO policies and procedures.
Attend Management Committee meetings when requested.
Attend staff meetings when requested.
Attend training courses and workshops when requested.

Personal:

Be relaxed and comfortable, but alert at all times.
Maintain good eye contact where appropriate.
Maintain a clean, healthy, professional appearance at all times (including when attending training).
Listen carefully and respectfully.
Have a high tolerance for noise, movement and don't expect order every moment.
Show enthusiasm for each session.
Notification of issues to the Co-ordinator in the first instance and secondly to the Chairperson.

Name: _____

Signature: _____

Date: _____