**BOSCO
Beckenham Out of School Care Organisation**

BOSCO Relief Assistant
Job Description

Primary Objective: To work under the direction of the BOSCO Supervisor and Manager to offer quality professional care for the children attending the BOSCO programmes as an when required. To be able to work automatously in ensuring the programmes operate within BOSCO's policies and procedures

Accountability: To the BOSCO Supervisor, Manager and the Management Committee

Responsibilities	Key Tasks
1. **Before School, After School and Holiday Programmes:** • To offer assistance whenever required to work to ensure the effective operation of the BOSCO Programmes.	• Assist in preparation of breakfast, morning and afternoon teas (refer to board for that day's menu). • Assist in serving breakfasts, morning and afternoon teas. • Assist with all domestic duties as per roster; ensure everything is put away at end of each session.
• To help deliver an appropriate educational programme for the ranges of aged children attending the BOSCO programmes	• Assist with the setting up for all sessions you are working and any planned activities and implement activities as per written plans.

2. The BOSCO Children: • To offer an inclusive programme where all children feel valued and safe	• To encourage children to join in any planned activities and fully participate yourself in all planned activities. • Assist Supervisor with regular head counts to ensure staff: Child ratios are met at all times and ensure you are in a position to see children at all times to ensure an appropriate level of Supervision. • To ensure interpersonal conflicts between children are resolved safely. • To focus on behaviour not the child. • To reinforce children's positive behaviour. • To be aware of differing moods of children; be able to adapt standards if they are fatigued, irritated or stressed. • To treat all children fairly and equally. • Embrace and enforce the BOSCO Behaviour Management of Children (refer to pg 9 section 19 of policy and procedure manual or Manager for this).
3. Health and Safety: • To adhere to all prescribed policies and procedures to ensure that children and families engaged in the BOSCO programmes are safe at all times	• Administer first aid as required (if you hold a current first aid certificate, otherwise refer to Supervisor) • Be aware of any children with special requirements (e.g. medication, food allergies, parent requests etc.) • Contact Supervisor for your role in emergency evacuations for any day you are working • Ensure you are familiar with, and comply with all Health & Safety regulations and requests (including RAMS forms). • Ensure an environment is maintained for the esteem, well-being and safety of the children. • Ensure all equipment is used in a safe manner and meets safety regulations. • Ensure children are safe from danger (e.g. running inside, chairs in the way.) • Correctly fill in any accident and/or incident reports when required and ensure they are signed off by the Supervisor and child's parent or a staff witness if for you. • Ensure all accidents and incidents are advised to the Supervisor immediately (including for you).
4. Team support/Public Relations / Parent Liaisons: • To develop supportive relationships between other staff members, parents and children of BOSCO	• To ensure a warm and welcoming atmosphere is maintained for children coming into care and their families (including outside users) • Build and maintain a partnership with parents/caregivers to ensure the care and development of all children. • To ensure confidentiality in all matters concerning parents/caregivers and children are maintained at all times.

	• To ensure Parents/caregivers receive accurate information • To ensure Parents/caregivers are satisfied with the information given. • To maintain a positive and professional relationship between the principal and staff member's. • Ensure Beckenham School Code of Conduct is adhered to. • Ensure the hire agreement between BOSCO and Beckenham School is adhered to • Attend all staff meetings and one on ones when requested by the Supervisor and/or Manager. • Be a co-operative member of the team.
• To undertake other tasks as deemed appropriate by the Supervisor and/or Manager	• Additional tasks undertaken willingly as part of the team culture.
5. Administration: • To assist with the day-to-day running of the programmes.	• Ensure your timesheets are filled in correctly and ready to be signed by the Supervisor by 5.30pm on each fortnightly Friday. • Ensure Manager is notified of any changes in address, bank details or any other relevant personal details held on file. • Ensure you contact Manager by phone (not texting) before 11am for After School sessions or before 6am for Before School or Holiday sessions if you are unable to make it.

Professional Qualities:

- Excellent communication skills and an approachable, positive manner that ensure that all people are treated in a positive professional manner at all times.
- To convey a professional, supportive image of the BOSCO at all times
- In-depth knowledge and understanding of the BOSCO policies and procedures.
- Commitment to the purpose and aims of the service provided by BOSCO and to the general principles, approach and philosophy of the service.
- Exceptional people skills and the ability to relate to people 'from all walks of life'.
- Effective time management skills
- The ability to be flexible
- Maintain a clean, healthy, professional appearance at all times (including when attending training).

Name: _____   Date: _____

Signature: _____