



**BOSCO**  
**Beckenham Out of School Care Organisation**

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 Charitable Status: CC40574

## BOSCO 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. To be able to work independently in ensuring the programmes operate within BOSCO's policies and procedures

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

Responsibilities	Key Tasks
<p><b>1. Before School, After School and Holiday Programmes:</b></p> <ul style="list-style-type: none"> <li>• To offer assistance to ensure the effective operation of the BOSCO Programmes.</li>   <li>• To help deliver an appropriate educational programme for the ranges of aged children attending the BOSCO programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in preparation of breakfast, morning and afternoon teas (refer to board for that day's menu).</li> <li>• Assist in serving breakfasts, morning and afternoon teas.</li> <li>• Assist with all domestic duties as per roster; ensure everything is put away at end of each session.</li>   <li>• To write on whiteboard any shopping requirements for any activities you have planned or if something is running low or run out off.</li> <li>• Actively participate in programme brainstorming sessions.</li> <li>• Assist with the setting up for all sessions you are working and any planned activities and implement activities as per written plans.</li> </ul>
<p><b>2. The BOSCO Children:</b></p> <ul style="list-style-type: none"> <li>• To offer an inclusive programme where all children feel valued and safe.</li> </ul>	<ul style="list-style-type: none"> <li>• To encourage children to join in any planned activities and fully participate yourself in all planned activities.</li> </ul>

<p style="text-align: center;"><b>The BOSCO Children:</b> (continued)</p>	<ul style="list-style-type: none"> <li>• Assist Supervisor with regular head counts to ensure staff to 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.</li> <li>• To ensure children are collected by an adult specified on the Aimy Plus profile of each child. (Check with Supervisor or Manager if unsure).</li> <li>• To ensure interpersonal conflicts between children are resolved safely.</li> <li>• To focus on behaviour not the child.</li> <li>• To reinforce children's positive behaviour.</li> <li>• To be aware of differing moods of children; be able to adapt standards if they are fatigued, irritated or stressed.</li> <li>• To treat all children fairly and equally.</li> <li>• Embrace and enforce the BOSCO Behaviour Management of Children (refer to pg. 9 section 19 of policy and procedure manual, pg. 39 section 5.15 of employee handbook or Manager for this).</li> </ul>
<p><b>3. Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• To adhere to all prescribed policies and procedures to ensure that children and families engaged in the BOSCO programmes are safe at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure your bum bag is on you at all times when outside and walkie talkie is on at all times.</li> <li>• Ensure the BOSCO area is clean and healthy at all times and regular cleaning is done to ensure a safe environment for all.</li> <li>• Ensure a current first aid certificate is held by you.</li> <li>• Administer first aid as required.</li> <li>• Be aware of any children with special requirements (e.g. medication, food allergies, parent requests etc.)</li> <li>• Participate in Fire/Earthquake drills each term for before and after school programmes and every week for holiday programme. Contact Supervisor for your role in emergency evacuations.</li> <li>• Correctly fill in any accident and/or incident reports immediately when required and ensure they are signed off by the Supervisor or a staff witness if for you as soon as practical.</li> <li>• Ensure you are familiar with, and comply with all Health &amp; Safety regulations and requests (including RAMS forms).</li> <li>• Ensure an environment is maintained for the esteem, well-being and safety of the children.</li> <li>• Ensure all equipment is used in a safe manner and meets safety regulations.</li> <li>• Ensure children are safe from danger (e.g. running inside, chairs in the way.)</li> </ul>

**Team support/Public Relations / Parent Liaisons:**

- To develop supportive relationships between other staff members, parents and children of BOSCO
- To undertake other tasks as deemed appropriate by the Supervisor and/or Manager.
- To be an active team member ensuring that workloads are equitable and balanced.

- 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 all incidents and accidents are reported to Supervisor as soon as practical.
- To maintain a positive and professional relationship between the principal and teachers
- 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 effectively use various communication tools to maintain support for the children and families of BOSCO and ensure that the Manager is informed of any concerns relating to the children.
- Additional tasks undertaken willingly as part of the team culture.
- Value professional input that is shared and supported.
- Ensure the Manager is kept well informed of relevant information.
- Attend all training courses and workshops as required.

**4. Administration:**

- To assist with the day-to-day running of the programmes.
- Ensure personal administration is maintained.

- Ensure all parent requests, individual children needs, etc. that the Supervisor or Manager notifies you of is taken on board. Notify Supervisor/Manager if a parent notifies you of any requests.
- Notify Manager of any training you wish to attend each term.
- Ensure your timesheets are filled in correctly and ready to be signed by the Manager by 5.30pm on each fortnightly Thursday.

**Administration:** (Continued)

- 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: \_\_\_\_\_