



## **DANCE WOKING: Hunky Dory Holiday Club Assistant**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Hunky Dory Holiday Club Assistant - Woking
<b>Contract:</b>	<b>Fixed term Contract / Freelance option available</b>
<b>Reports to:</b>	Holiday Club Supervisor
<b>Hours:</b>	<b>4.5 hours/day:</b> 3, 4, 5 April & 12, 13, 14 April 2023 <b>Shifts: 9am – 1.30pm and 11am to 3.30pm</b> Plus 4 hours online training 23 March 2023
<b>Salary:</b>	Dependent on age and experience and in line with Minimum wage: up to £10.42/hour for those aged 23 years and older
<b>Pension Scheme:</b>	Contribution of 5% by Employer contribution of 3% by Employee in line with current regulations

### **PURPOSE OF THE ROLE**

To provide assistance in the running of Dance Woking's Hunky Dory Holiday Club

#### **Dance Woking – Hunky Dory Holiday Club Assistant – April 2023**

This position is offered on a fixed term freelance basis to assist Dance Woking's April Hunky Dory Holiday Club. This role is suitable for an enthusiastic, passionate and personable individual to support Dance Woking's Outreach Team. This role involves working with children aged 8-11 years old. Whilst no experience is necessary it would be an advantage if the person taking this role has proven experience working with this age group. This role requires an enhanced DBS certificate.

#### **Option 1: Dates: Woking Hunky Dory Holiday Club:**

3, 4, 5\* April

12\*, 13, 14 April

Times: 9am – 1.30pm and 11am to 3.30pm,

\*Wednesday times: 9am – 1pm & 11am – 3pm

Location 1: Lakeview Community Centre, GU21 3AF

Location 2: Addlestone Community Centre, Garfield Rd, Addlestone KT15 2NJ

Training date: TBA

#### **Dance & Holiday Club Assistant overview, actual tasks will depend on your start time:**

- You will need to prepare the area each morning before the children arrive; check the resources required for the day; highlight any issues; ensure the floor is clear of obstacles and check for any hazards, report anything of concern to the Team Supervisor. You will have a Risk Assessment to refer to help you. Ensure there are bin bags out ready for each day, we will be recycling which means you will need to:
  - Encourage separation of paper/cardboard waste & plastics that can be recycled verses black bin or non-recyclable waste.
  - Same with food waste and recyclable containers

- On their arrival you will be asked to sit with the children welcome them, supervise the activity that has been set whilst all the children are arriving/registering. We would like you to encourage new friendships and social interactions.
- You will be required to assist with the dance session delivery by supporting any child who may need additional encouragement to join in, or who has left the session to check they are OK, agree an activity they do whilst they sit-out for a time; encourage them back into the session.
- You will be responsible for ensuring the kitchen is ready for basic food snack prep each day, training will be given as part of this role on Basic Food Hygiene Level 2
  - You will be required to follow basic food hygiene safety standards whilst preparing and serving food
  - You are responsible for preparing and bringing out the morning snack in the kitchen space – instructions on how to do this will be given; you are responsible for keeping kitchen area clean and tidy, wash-up and clear up afterward any snack/meals.
- You will be responsible for setting up the day's art activity in advance of the craft sessions. Clear away after each activity and wipe any surfaces. Ensure all art created is named and stored in a safe place (i.e., to dry before taking home etc).
- Prepare tables for lunch and ensure they are clean and clear of craft activity. After lunch – wipe/clean tables/chairs. Sweep floor. Clear away rubbish/bins/recycle.
- Prepare activities according to the schedule which maybe for the next day. Assist with pack up/clear up and ensure space is clean and clear and ready for the following day.
- At the end of each day take part in the team de-brief/evaluation of the day and plans for the following day
- There will be a club booklet for each child to complete during their time at the club; a folder for their work which they will be encouraged to decorate and continue to decorate during any free/down time they have. The booklet will help us measure the impact of the Club on each participant and help inform the evaluation and feedback to the funders, it is important that it is completed during the time the children are on site and a record kept.
- Note food intake of participants and note any child not eating, encourage tasting, highlight issues with Supervisor.
- Each booklet will need to be photographed as evidence. Your role is to support this activity.
- During the week there will be a food demonstration led by a member of Dance Woking's Team, you will be required to support this demonstration by helping the children to take part. Training and guidance will be given in advance.
- You will be responsible for supervising the children during their 'free time' after lunch where games will be encouraged
- This isn't an exhaustive list and your role and responsibilities maybe changed according to the needs of the club

#### **You will have the following qualities & skills**

- A positive and enthusiastic attitude
- Good communication skills, with an approachable and friendly nature
- The ability to work as part of a team as well as using your own initiative
- To be comfortable with the unpredictable and respond well to the unexpected
- A good knowledge of Woking
- Willingness to learn
- A willingness to support Dance Woking's commitment to Equal Opportunities
- A passion for the arts
- To be responsible, reliable and punctual

**Scope of role:**

- Fixed Short Term Contract:
- 2-4 hours online training depending on qualifications
  - **Basic Food Hygiene Level 2**
  - **Child protection in sport and physical activity training (NSPCC)**

**SAFER RECRUITMENT**

All positions at Dance Woking are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education
- Health clearance.
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK.

**To apply:**

Please send a covering letter along with your full CV and a completed Equal Opportunities Monitoring Form to Ellie Dowling, Engagement Manager

Email: [ellie@dancewokingltd.onmicrosoft.com](mailto:ellie@dancewokingltd.onmicrosoft.com)

Your cover letter should provide examples of how you meet the criteria outlined in the person specification, along with why you are suitable for and interested in the role and be no longer than one side of A4 paper, along with a completed Monitoring form (attached).

Please include contact details of two referees who will be contacted if a job offer is made.

Name, contact email/phone number/relationship to you (Tutor, Teacher, Employer etc.)

Please put "Hunky Dory Holiday Club Assistant" in the subject line.

The closing date for applications is **Friday 17 March, midday.**

Interviews will be held virtually **Tuesday 21 March 2023**



**Equal Opportunities Monitoring Form - Contractual**

As an employer of permanent staff, freelance staff, volunteers and dance companies Dance Woking aims to provide equal opportunities to everyone we employ as well as to our audiences. As a charity and publicly funded organisation, we need to collect evidence about who we employ. The information on this form is confidential. The information will be detached from your application before shortlisting stage and forms no part of the selection process.

This information helps us to:

- monitor our employment practice
- informs our Equality Action Plan
- gives evidence to our funders and supporters
- informs future policy and programme development

Please can you indicate the position you are applying for at Dance Woking:

Permanent Staff  Volunteer  Company

Contractual/Freelance Staff, Other  Contractual/Freelance Staff, Artist

<p>Q Which ethnic group most closely describes you?  <i>Please choose a description with which you identify, or write in another answer as recommended by the Commission for Racial Equality</i></p>
<p><b>White</b>          White British:      White Irish:      Other White: .....</p>
<p><b>Mixed</b>          Mixed White and Black Caribbean:    Mixed White and Black African:    Mixed White and Asian:          Other Mixed: .....</p>
<p><b>Asian or Asian Black</b>          Asian Indian:      Asian Pakistani:      Asian Bangladeshi:          Other Asian: .....</p>
<p><b>Black or Black British</b>          Black African:      Black Caribbean:      Other Black: .....</p>
<p><b>Any other ethnic group</b>          Chinese:      Other: .....</p>
<p>Q Which age group do you fit into? <i>As recommended by ACAS</i></p>
<p>16 – 21:    22 – 30:    31 – 40:    41 – 50:    51 – 60:    60 – 65:    65+:</p>
<p>Q Do you consider yourself to have a disability as defined by the Disability Discrimination Act (1996)? If so, please give details:</p>
<p>YES          NO</p>