

# Afterschool Worker

Recruitment Pack



**Closing Date: 23rd October 2024  
@ 12pm**

**EMAIL YOUR CV TO:  
RECRUITMENT@NORTHSIDEFRC.IE**

# HOW TO APPLY



DEADLINE

23rd October 2024

## Your CV

In order to make sure you make it through the initial screening process your CV should be well laid out, all sections are visible when printed and contains all the relevant information. The person specification, found in the recruitment pack, is a good indication of what we are looking for. Make sure you show how you meet each of the criteria. A CV should at a minimum contain:

- Your personal information - name, address, email, mobile number.
- Name and contact details of your current or most recent employer. We are legally required to seek a reference from your current/most recent employer.\*
- Another employer or referee who will provide you with a character reference.\*
- Include education which is all formal qualifications and major awards.
- Include all your training courses here including any minor awards.
- Your work experience should be listed from most recent to oldest. Please explain any gaps in your employment history.
- You can also include hobbies, interests, volunteering which would support your application.

\*We will only contact referees when you have been successful with your application and will inform you in advance.

## Cover Letter

Short cover letters can be submitted to support your application. The cover letter is an opportunity to tell us why you would like to work for Northside Family Resource Centre, why you are applying for the position and anything extra (not in your CV) that you would like us to know.

## How to submit

Simply email your cover letter and CV to [recruitment@northsidefrc.ie](mailto:recruitment@northsidefrc.ie) by no later than 12pm 23rd October 2024.



## **AFTERSCHOOL WORKER**

### **Job Description**

Northside Family Resource Centre continues to develop and promote good practice, with the child as the focus of all we do. Working with the Coordinator of Afterschool and Youth Work Services, the Afterschool Worker will have responsibility for the day-to-day care and education of children attending the service.

The main duties and responsibilities of Afterschool Worker are as follows:

#### **Care**

- Day to day responsibility for the children including their physical and developmental care.
- Participate in the planning, implementation of activities / programmes appropriate to individual and group needs.
- Use own initiative and imagination to continually update programmes and activities.
- Review and evaluate.

#### **Staff**

- Working as part of a staff team to ensure delivery of a quality programme for children.
- Support the smooth running of staff timetables, rotas, breaks, etc.
- Support the day-to-day running of the service.

#### **Afterschool Sites**

- Be responsible for cleanliness of the designated area.
- Ensure that all equipment and resource materials are properly maintained.
- Take responsibility for maintaining the highest standards in relation to health, hygiene, and safety on a day-to-day basis.
- Share responsibility for areas of general use.

#### **Parents**

- With Youth and Afterschool Coordinator liaise with parents in relation to children's progress
- Involve parents in aspects of the service and work co-operatively with them.
- Disseminate relevant information and literature to parents.



### **Policies**

- Be familiar with and implement all afterschool policies and procedures.
- Implement Child Protection Policy - being vigilant for signs of non-accidental injury, sexual abuse, neglect and social, emotional and development delay, reporting immediately any and every aspect of concern to the Designated Liaison Person.
- Observe all procedures as required in terms of care and control, safety, and good childcare practice.
- Ensure relevant others (students, volunteers, parents, and visitors) are made aware of and adhere to all policies and procedures.

### **Training / Networking**

- Continually support the update and renewal of afterschool practice and procedure by being open to own learning and development, identifying and completing relevant courses
- Participate in 'child-related' courses, talks and workshops as requested by management.  
Participate in team building, staff training and development sessions of Family Resource Centre
- Resource Centre

**Other relevant responsibilities as identified by management.**

### Person Specification

<b>Employer</b>	Northside Family Resource Centre
<b>Job Title:</b>	Afterschool Worker

The position requires a person with knowledge of the principles of youth work and experience of working (including volunteering) with children. The appointee must have a high level of interpersonal skills, be a self-starter and be capable of performing well in a team environment.

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Excellent communication, facilitation, and networking skills</li> <li>• Willing to engage in a relevant training programme to achieve a relevant qualification (ELC, Youth and Community etc).</li> <li>• Skills in planning, implementing, and executing programmes.</li> <li>• Ability to work as part of a team as well as on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Third level qualification in a relevant discipline (youth/community work, social care, ELC).</li> <li>• A minimum of 1 year experience of working/volunteering with children and young people.</li> <li>• IT and report writing skill.</li> <li>• Skills or experience in extracurricular areas such as sports, outdoor pursuits, art, crafts, music etc.</li> <li>• Own car and licence</li> </ul>

<b>Terms of Employment</b>	
<b>Job Title:</b>	Afterschool Worker
<b>Name Of Employer:</b>	Northside Family Resource Centre

### **Accountability**

The Afterschool Worker is an employee of the Board of Management of Northside Family Resource Centre.

The Afterschool Worker reports to the Coordinator of Youth and Afterschool Services on a daily basis. Final responsibility rests with the Board of Management through the CEO.

### **Hours of Work**

- Part-time, 20-hour post Monday to Friday where the worker is available between 12:30 and 18:30. Other contract arrangements will be considered (for example, fulltime if a holder of an ELC Qualification or interested in acquiring one).
- The Afterschool Worker will be expected to be flexible about morning, evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract is fixed term and will be subject to continued funding.
- A 6-month probation period will apply.

### **Salary**

The salary scale is dependent upon level of qualifications and length of work experience in a related field. The salary will be no less than €28,266 per annum pro rata (€14,495.38). Those with no qualifications maybe considered for an internship programme.

### **Confidentiality**

The Afterschool Worker will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

### **Holidays**

Twenty-five days per annum pro rata plus public holidays.

### **Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process