



AFTERSCHOOL WORKER

RECRUITMENT PACK

CLOSING DATE: APRIL 22ND @ 12 PM

Email:
RECRUITMENT@NORTHSIDEFRC.ie

**APPLY
NOW!**

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 Services 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.

NORTHSIDE

FAMILY RESOURCE CENTRE

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

Other relevant responsibilities as identified by management.

Person Specification

Employer	Northside Family Resource Centre
Job Title	Afterschool Worker

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

Essential	Desirable
<ul style="list-style-type: none"> ○ Minimum QQI Level 5 in a relevant qualification. ○ Excellent communication, facilitation, and networking skills. ○ Skills in planning, implementing, and executing programmes. ○ Ability to work as part of a team as well as on own initiative. 	<ul style="list-style-type: none"> ○ Third level qualification in a relevant discipline (<i>ELC, Youth and Community, etc</i>). ○ A minimum of 1 year’s experience of working/volunteering with children and young people. ○ IT and Report Writing skills. ○ Skills or experience in extracurricular areas such as sports, outdoor pursuits, art, crafts, music, etc. ○ Own car and license.

How to Apply:

Please DO NOT send your CV. Application forms, and explanatory notes, can be found at www.northsidefrfc.ie/vacancies. Only completed application forms will be accepted for shortlisting. Forward application to recruitment@northsidefrfc.ie before **22nd April 2025 no later than 12pm**. Informal enquiries can be directed to yvonne.wold@northsidefrfc.ie.

Northside Family Resource Centre is an Equal Opportunities employer.

Terms of Employment	
Job Title:	Afterschool Worker
Name of Employer:	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, 25-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 permanent 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 €28,800 per annum pro rata (€18,462).

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, and two privilege days, (Christmas Eve and Good Friday).

Garda Vetting

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