



Holiday Club Assistant

Job Title	Holiday Club Assistant
Contract Type	Seasonal
Salary	£ Minimum Wage
Date Created	05/06/2026
State	OPEN
Recruiter	Daniel Parrott

Purpose of the job:

We have a fantastic opportunity to work at our Holiday Club, based at Templesprings Music Centre in Grays. The post holder will assist with the running of activities at our holiday clubs, providing stimulating activities and a high standard of care for children between the ages of 5 - 11 years old in a safe and secure environment.

You will provide ideas for play and learning, support with homework where required. You must have a keen interest in understanding child development, learning and education, a love for music, have a sense of humour and be energetic and fun.

We are looking for a self-starter individual able to take initiative and be able to work in a high paced environment.

We are seeking candidates with a genuine desire and passion to influence children's learning and can use their initiative to provide children with fun in their learning. Whilst undertaking the role, you will be working with a



team of colleagues providing care and learning to our children in an enabling and stimulating environment.

You will be expected to have a 'can do' attitude and be prepared to do whatever it takes to ensure the smooth running of the holiday club. A team player, pragmatic and flexible in your approach. Communicating effectively with parents is also a key part of the role.

The candidate must have high standards for health and safety.

Main duties include:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from and handing them over safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Facilitating good communication with all members of the organisation, and parents.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.



- Working within the framework of Templesprings's policies and procedures.
- The candidate must have high standards for health and safety.
- To undertake a range of other general duties as identified by the Manager.

Person specification

Essential qualities
<ul style="list-style-type: none">• Experience of working with 4 to 11 year olds• Understanding the varied needs of children and their families• Understanding the issues involved in the delivery of quality play care• Understanding the issues of equal opportunities• Provide and facilitate safe and creative play• Good communication skills• Able to work as part of a team• Sound judgement and common sense• Sufficient understanding and use of English to ensure the well-being of the children*