



JOB DESCRIPTION

JOB TITLE: **Activities Assistant**
(Fixed term contract for 12 months)

REPORTS TO: Children's Services Manager

RATE OF PAY/HOURS OF WORK:

Variable contracts between 6-14 hours per week)
Term time Monday – Friday 4.00-8.30pm, Saturday 9.30am-4.00pm
School holidays – 3 days from 5 (Monday – Friday) 9.30am – 4.30pm

Rate of pay: £7.50 - £8.50 per hour depending on experience

JOB PURPOSE: To support the weekly activities and holiday programmes run by Perth Autism Support by attending on a weekly basis, working with volunteers and group leaders and completing activity report forms where necessary for the Children's Services Manager

MAIN DUTIES AND TASKS

Weekly Activities

Attend weekly activities to support session coaches, children and volunteers.

Welcome participants and their parents/carers in a friendly, informative and reassuring way.

Plan, prepare, lead and evaluate some activities, be responsible for the set up, safe delivery and tidy up of high quality activities supported by staff and volunteers.

Responsible for the creation and monitoring of children's individual plans and contact logs.

The post holder may be required to travel to outreach areas on a rotational basis: mileage costs may be provided to and from PAS Centre, Market Street, Perth, on such occasions.

Monthly Activities

Activities Assistant will attend termly team meetings and regular support and supervision sessions with the Children's Services Manager.



Training

Activities Assistant will be required to attend all relevant training that is appropriate for their job to ensure the best support for the children and families, and to encourage personal development.

Volunteers

To work with the Senior Management Team to support and develop the team of volunteers.

Recording and Reporting

Be responsible for the completion of good quality electronic and written records and reports, in line with the organisation's policies and procedures.

Inform the Child Protection Officer of any concerns about individual children, young people or families.

General Responsibilities

Other duties:

- Ensure safety of clients, volunteers and other staff complies with policy
- Understand and adhere to Perth Autism Support's policies and procedures and promote their application by all staff
- Promote effective communication
- Work collaboratively with staff of other organisations
- Undertake any other duties as seen as appropriate and as instructed by the Senior Management Team, including fundraising and the promotion of Perth Autism Support Services

Personal Development

- Maintain professional knowledge and competence on both company policies and regulatory standards
- Attend any training courses and updates as deemed necessary by the Senior Management Team
- This post required the post holder to hold or be prepared to work towards a relevant practitioner qualification as per the requirements of SSSC

Special Conditions

This post requires the holder to be available at varying times as required by the post. To carry out other duties and responsibilities commensurate with the post and the needs of the organisation, in order to develop and maintain service delivery.

- The post requires the holder to have a clear disclosure check in accordance with the Protecting Vulnerable Group scheme
- Ensure all information of confidential nature is not divulged to third parties

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Perth Autism Support reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.