

Evening Support Assistant - 2025

Dobroyd Castle Activity Centre, Todmorden, West Yorkshire.

Evening Support Assistants are appointed to assist with the overall smooth running of Dobroyd Castle activity centre, Todmorden.

Typical Shifts

Typical shifts would be 2.00pm to 10.30pm on Tuesdays and 12.30pm to 10.30pm on Wednesdays.

Days worked

Working Tuesdays and Wednesdays, generally in school term time, 36 weeks a year.

This contract will involve working 36 Tuesdays and Wednesdays throughout the year, generally in school term time, with 12 weeks off.

Additional days off under annualised hours pay system

Robinwood works on an annualised hours system which means that staff get a regular amount of pay each month based on their average hours per week over the course of a year. All Robinwood staff get 6 weeks of paid holiday but, as a result of working higher hours during operational periods, we are able to offer significantly more than 6 weeks off in a year.

Contracts working an average of 14 hours per week

Working an average of 14 hours a week, with 6 weeks paid holiday (ie. 46 working weeks) amounts to $14 \times 46 = 644$ hours to be worked over the year. The centres are closed for 12 weeks a year, so the 644 hours are divided by 40 (operational) weeks = 16.1. Therefore, actual working hours are around 16.1 each week.

Shift details would be agreed with the centre manager.

Hourly pay rate and other benefits

Pay for Housekeeping at Dobroyd Castle is £12.60 as of May 2025.

All Robinwood staff who work through to the end of the financial/calendar year, receive a profit bonus based on the profit achieved.

Free food is also provided when working.

Responsibilities held by Evening Support Assistant

The responsibilities could include the following:

- Assisting with meal supervision.
- Assisting with cleaning around the centre, maintaining high standards of presentation throughout every aspect of the centre.
- Assisting with evening supervision of children. Reminding children of routines and liaising with other staff, recording information where appropriate.
- Assisting with bedtime shifts, working as part of a team, helping to get groups of children settled in their dormitories at the end of a day's activities, typically finishing at around 10.30pm.
- Providing support for groups of children between sessions. This may include helping with harnesses and helmet fitting, provision of waterproofs and other equipment, or other supervisory tasks.
- Providing support on sessions by fulfilling roles such as bottom of Zip Wire or lake cover.

Actual shifts and duties carried out will be discussed and agreed with the centre manager prior to the job starting.

To fulfil the values of Robinwood as follows:

- We are enthusiastic and positive.
- Through supporting each other we achieve more as a team.
- We see through the eyes of our customers and provide excellence.