## Play Worker

## Grade 3. Salary £17,842 to £18,562 per annum pro rata.

## 21 ¼ hours per week: 7.30 am – 9 am & 2.45 pm – 5.30 pm, Monday – Friday.

## Term time only.

## Actual salary £7,571 to £8,125

## PURPOSE OF POST

To assist to provide a secure environment for all children attending the Before and After School Club through individual attention and group activities, and to organise appropriate range of creative and stimulating leisure activities for children between the ages of 4 and 11.

## Reporting To

Before and After School Club Coordinator

## KEY TASKS

1. To provide a safe, creative and appropriate play opportunities including preparing simple activities, arranging equipment and assisting to organise programmes.
2. To assist the Club Coordinator to ensure that, a wide range of creative and enjoyable activities are offered that meet children’s individual and group needs including children from differing cultural and religious backgrounds.
3. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
4. To encourage parental involvement and support through building effective positive working relationships, and to communicate with parents to assist with day-to-day caring needs for the child.
5. To work collaboratively with other team members in delivering a high-quality service.
6. To give out drinks and healthy/nutritious snacks, following associated procedures on food hygiene and in accordance with the child’s dietary requirements.
7. To assist with the preparation of materials and equipment as required, and ensure all equipment is safe, clean and appropriate for use.
8. To ensure good standards of hygiene and cleanliness are maintained at all times.
9. To keep children’s health and personal records up to date.
10. To ensure all accidents are recorded in the accident book and the appropriate forms are completed.

## Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and ethos of the school.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school’s Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
8. Undertake any other additional duties commensurate with the grade of the post

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

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| Play Worker | How identified(A/I/T) |
| **Essential** |
| **Education & Qualifications** |
| Willingness to work towards a paediatric first aid qualification | A / I |
| Willingness to gain basic Food Hygiene Certificate | A / I |
| **Experience** |
| Experience of structured play and activities with children ages between 4 and 11 years old, which may include  | A / I / T |
| Experience of effective team working | A / I |
| **Skills & Abilities** |
| Interpersonal skills to communicate well with children and adults | A / I / T |
| Ability to establish and maintain effective record keeping systems | A / I |
| Organisational skills to prioritise work to meet deadlines | A / I |
| **Knowledge** |
| Understanding of diversity and how to support children having equal opportunities to access activities in the Club | A / I / T |
| Awareness of health and safety and practical hygiene issues | A / I |
| Awareness of the need for child protection policies  | A / I |
| **Work Circumstances** |
| Commitment to work occasional weekends and evenings |  I |
| **Desirable** |
| NVQ level 3 in childcare or equivalent or willingness to work towards | A / I |
| Paediatric first aid qualification | A / I |
| Basic Food Hygiene Certificate | A / I |
| Experience of working in a children’s day care setting | A / I |
| A– Application, I – Interview, T - Task |

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview