

Job Description
After School (Extended School) Play Worker
Grade 2

The postholder will report to the After School Club Lead. Apart from other colleagues in school, the main contacts of the job are: Headteacher, Deputy Headteacher, Teaching Staff, Other Support Staff, Pupils and Parents

Main Purposes of the job:

1. To provide a stable and secure environment for all children using the provision, which meets their social, emotional, intellectual and physical needs, including those with special educational needs and disabilities.
 2. To work as part of team of staff, who collectively contribute to providing positive experiences for children at Manley Park Primary School, in a safe, nurturing and stimulating environment.
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Main duties:

1. To provide a stimulating environment through play and other activities, in which all children can interact and develop socially, emotional, intellectually, and physically.
2. To work as a full member of a team in the operation of the establishment to ensure good practices in relation to childcare are maintained.
3. To plan and organise individual and group programmes in partnership with children, parents/carers and ensure that all daily activities effectively meet the developmental needs of the children.
4. To guide and assist each child, giving extra help to children with difficulties.
5. To assist in choosing suitable equipment to provide children with a stimulating environment and the skills to acquire confidence and independence.
6. To be responsible for ensuring a safe play environment, checking materials and equipment for defects and ensuring that children are familiar with the fire drill and evacuation procedure.
7. To toilet, change and wash the children as necessary.
8. To administer basic first aid for minor incidents, and assist in the administration of preventative medicines for children in the group.
9. To take children in urgent situations to hospital, etc where parents/carers are unable to do so.
10. To support and encourage parents/carers to share in the care and education of their children.

11. To be aware of child protection procedures and identify to appropriate senior officers children at risk.
 12. To participate in training courses and be able to pass on knowledge gained to other staff, parents, students and other relevant people.
 13. To be aware of dietary requirements linked to race, religious or physical conditions.
 14. To have knowledge of the various ethnic backgrounds of the children attending the provision, maintaining a positive anti-racist and anti-sexist approach to childcare whilst carrying out duties with full regard for the City Council's Equal Opportunities Policy.
 15. To have knowledge and understanding of the School's safeguarding policy and procedure
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Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

This job role includes regulated activity with children. We are fully committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share the same commitment and therefore the post will be subject to an enhanced DBS check, satisfactory references and will be exempt from the provision of the Rehabilitation of Offenders Act 1974.

Person Specification

After School (Extended School) Play Worker

For this job, we are looking for:

NVQ Level 2 in Childcare or equivalent.

Practical knowledge of child development and child related issues.

Experience of working with children and parents, and planning, initiating, organising and developing play.

Ability to liaise effectively with others involved in working with children across the whole age range of provision users.

Ability and willingness to acquire knowledge of relevant legislation and procedures.

To communicate in a helpful and sensitive manner with children and adults.

Ability to identify and meet children's needs both individually and within a group.

The ability to record information accurately

Willingness to abide by the School's policies and procedures

Team working skills.

Personal Style and Behaviour

Personal commitment to self-development and willingness to attend training.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

Willingness to be flexible in working arrangements.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).