

Play Worker, Grade 1, Scale Point 1 Job Description & Person Specification

January
2024

Assist with day to day activities of the club. Provide quality playcare within the framework of the club's policies and procedures.

Line manager: Club Leader
Working relationships: Apart from team members, the main contacts of the job are children, parents, headteachers, teachers.

Main Duties Include:

- Create a safe, welcoming and inclusive environment for all children.
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Work within the framework of the clubs and School's policies and procedures.
- Contribute to planning and the provision of a stimulating range of age-appropriate activities and ensuring the club is well-resourced and creatively set-up.
- Contribute to observations of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.
- Ensure good food hygiene and dietary needs are maintained.
- Provide feedback and work in partnership with parents, carers and school staff, building and maintaining relationships that encourage trust, open communication and involvement in school life.
- Be committed to safeguarding the children in our care.
- Work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the club.
- Respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
- Cooperate and work effectively with the Club Leader.
- Actively pursue own personal development and take full advantage of training provided.

Person Specification:

Essential qualities, experience & qualifications
<ul style="list-style-type: none">• NVQ Level 2 or equivalent qualification or willingness to work towards one• Experience of working with 3 to 11 year olds• Understanding the varied needs of children• 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 and literacy skills• Able to work as part of a team and have the flexibility to adapt to different working practices• Sound judgement and common sense• To assist with day to day administration and record keeping• Sufficient understanding and use of English to ensure the well-being of the children
Desirable qualities, experience
<ul style="list-style-type: none">• Experience of working within a play-based setting• Understand the principles of child development• Experience of administration• Competent in using IT to support play and club administration• Ability to work on own initiative• Appropriate child protection training• Current Paediatric First Aid Certificate• Food Hygiene Certificate