

## **JOB DESCRIPTION**

**Name**

**Job Title:      Play worker**

**Hours:**            14:30 - 1800 (**Term Time Only**) 14:00 – 18:00 (**when school closes earlier**)  
+ mandatory meetings 1.25hrs per 18:00 - 19:15 once per term  
Dates and times for training courses may vary depending on availability

**Responsible to:**                      Club Manager

### **JOB PURPOSE:**

To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the Club's ethos and procedures.

You are responsible for ensuring that all club Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

### **MAIN DUTIES:**

- To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with Play work Principles and relevant childcare legislation
  
- To engage with children in play, upon receiving the play correct cues
  
- To encourage the children to play fairly such as, turn taking and to stay until a board game has finished
  
- To assist the Manager in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour. Following the clubs behaviour policy
  
- To collect KS1 plus YR3 children from class at the end of the school day and register them on the pickup sheet / assist with the handover/collection of children to/from other areas of the school,

where applicable, and ensure their safe handover to parents/carers at the end of the day. This includes monitoring entry and egress via the club door

- To support the Manager in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities
- To assist and help maintain the dignity of Club children who may have toilet accidents
- To help and support children who may need personal care
- To participate in play work and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers for which overtime will be paid
- To participate in staff meetings once per term from 18:00 – 19:15
- To participate in feedback time at the end of the day
- Unlock shed and then set up outdoor toys in the playground and pack away toys and secure at the end of the session.
- Wash up/ load and unload dishwasher
- General clean of rooms occupied by WASC (wipe tables, Hoover, mop etc)
- Set up and pack down equipment in spaces used by WASC
- Set up and pack away activities, aspiring to create an attractive and playful atmosphere
- To collect printing and do photocopying when required
- Check toilets at the beginning and end of day
- Feedback when supplies /stock are running low
- To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including early years team
- To use the clubs radios to maintain contact
- To answer the clubs phones where necessary and record any information in the diary , making sure to inform the manager

**ADDITIONAL DUTIES:**