

# *ASPIRE CHILDCARE PROJECT*

## *PLAYWORKER: BREAKFAST & AFTERSCHOOL CLUB*

### *JOB DESCRIPTION*

**Responsible to:** The Centre Manager

**Job Summary:** To create a safe, happy, positive, stimulating, multi cultural play and learning environment for children in our care.

#### MAIN DUTIES

1. To work as an integral member of the team, creating a safe, constructive and stimulating multi-cultural environment for the children.
2. Ensure that the activity programme delivered is interesting, diverse, valuable to the children using the facilities by provide a range of play opportunities whilst identifying and accommodating changing needs.
3. To foster children's growth of development and self reliance, to observe and to be involved in children's activities with a view to supporting and extending these activities appropriately.
4. To meet children's individual needs appropriate to their stage and level of development. Maximise the learning value of activities by planning and evaluating activities.
5. To be involved in the setting up and clearing away at the start and end of each session as required
6. Ensure the safety and well- being of children and other stakeholders by checking equipment and premises.. Undertaking initial safeguarding measures and organising activities appropriate to users at any given time.
7. To understand and comply with the OFSTED requirements & School Fire Drill practice
8. Contribute to the accountability of the play facility by adhering to relevant laws and legislation. Assist in the maintenance records including registers, accident books, financial transactions, etc.
9. To keep a daily register, first aid box and all other relevant records as required in the absence of the Centre Manager /Deputy.
10. Ensuring equality by combatting sex, race, class, disability and religious discrimination by demonstrating positive attitudes and practical application (activities & displays)
11. Assist in the preparation of snacks, whilst ensuring a high level of hygiene is maintained throughout the process.

12. To attend and take part in the staff meetings and relevant meetings in the organisation.
13. To participate in the training and support of student placement.
14. To keep up to date with relevant knowledge in childcare and education and to undertake in service training as appropriate.
15. To ensure that parents, carers and visitors are made to feel welcomed when visiting the play facility and they receive appropriate information and advice.
16. To make time available on a regular basis to discuss the day to day running of the group with other members of staff.
17. To develop and maintain a positive working relationship with all stakeholders (school, staff team, children, parents and carers, local community)
18. To immediately report to line manager/Deputy Centre Manager any safeguarding/child protection concerns and record these on relevant documentation
19. To undertake daily debrief sessions regarding the running of the Project with other members of the staff team
20. To undertake any other duties as may be required from time to time and work at any of the projects settings.

### **Special Conditions of employment:**

- As this post involves working with children it is exempt from the Rehabilitation of Offenders Act 1974.
- This post is subject to an enhanced CRB check and successful references.
- Playworkers must be able to work:
  - (a) After School Club -Monday to Friday (5 days) 20 hours per week between 2.45pm & 6.45pm for 39 weeks per year during school term time.
  - (b) Breakfast Club-Monday to Friday (5 days) 5 hours per week between 8.00am & 9.00am for 39 weeks per year during school term time.
- All start times must be achieved
- The post holder will be required to work outside normal work hours, in the evening and at weekends as appropriate.
- The post holder will normally be based at one centre but will be expected to work in other play facilities as required to ensure service delivery.

- Playworkers must be physically fit and alert to supervise and take responsibility for groups of children.

PLAYWORKER (Breakfast & After School Club)

PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Qualified playworkers must have a recognised play qualification, minimum NVQ Level 2 or equivalent.	✓	
Unqualified playworkers must have a willingness to work towards relevant NVQ or other qualification	✓	
<b>Experience</b>	✓	
Experience of provision of safe and stimulating play work with children aged 4 to 11 years in a multicultural urban environment.	✓	
Experience of liaising with parents/carers of children attending a play setting and promoting positive relationships.	✓	
<b>Knowledge</b>	✓	
Understanding of the basic values and principles of play work.	✓	
Knowledge of Health & Safety issues concerning children and play settings.	✓	
Understanding of and commitment to the implementation of all relevant legislation and service policies.	✓	

<b>Skills</b>		
Ability to work effectively and positively as part of a staff team.	✓	
Ability to assist in keeping any appropriate records for a play setting.	✓	
Ability to take bookings and collect fees and keep appropriate records.	✓	
Ability to use own initiative in assisting in the smooth running of a play setting.	✓	
Ability to organise a programme of play activities and facilitate free play in order to motivate children in such a way as to contribute to their enjoyment, learning and overall	✓	

development.		
Ability to work with children and young people in a non-directive manner.	✓	
Ability to support, guide and work collaboratively with assistant playworkers.	✓	
Ability to take on positively issues / points raised at a supervision and appraisals.	✓	
Ability to interact with children, other play staff and parents / carers in a positive and helpful manner.	✓	
Ability to take responsibility for own personal development.	✓	
<b>General</b>	✓	
Evidence to show reliability, good attendance and timekeeping.	✓	
Evidence of being creative, committed, enthusiastic, innovative and optimistic.	✓	