

# Job Description

<b>Job Title:</b>	Play Worker (Out of School Club)	<b>Job Number:</b>	
<b>Directorate:</b>	CLYP	<b>Post Number:</b>	
<b>Service:</b>		<b>Grade:</b>	2
<b>Location:</b>	Mount Nod Primary School		

## Job Purpose:

To assist in the day to day organisation of the out of school club and to contribute to providing a safe, caring and stimulating environment for children.

## Main Duties and Responsibilities:

1. To assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment, by providing a programme of activities, services and facilities designed to meet individual needs including consultation with children.
  2. To administer first aid as appropriate.
  3. To work within appropriate childcare legislation and other relevant legislation.
  4. To work within the policies and procedures of the setting.
  5. To provide full care for children of school age, including the handover of children to classrooms, collection children from classrooms and the safe delivery to parents and/or carers.
  6. To assist in the preparation of nutritious and well balanced snacks.
  7. To maintain close liaison with the play leader, parents, the school and other agencies in matters relating to children.
  8. To ensure the cleanliness and tidiness of the club's facilities, ensuring the designated area is clean and safe during the clubs opening hours and for hand over to the school.
  9. To work flexibly alongside other staff/volunteers, parents or students.
  10. Provide general care and welfare for children, including physical care and attention to personal needs. Act as a carer for sick children until a parent/guardian collects the sick child. Provide comfort and support to children in distress.
  11. To assist in the day to day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
  12. To participate within meetings or training as required.
  13. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** Play Leader and Deputy Play Leader



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of good quality childcare.</li><li>• Knowledge of how children play and its relevance to their development.</li><li>• Some knowledge of a range of activities to promote the social, emotional and intellectual development of children aged 3 to 11 years.</li><li>• Knowledge of suitable activities and play opportunities related to a child's age, abilities and need.</li><li>• A commitment to and an understanding of Equal Opportunity issues and their application to childcare.</li><li>• An understanding of the requirements for the Early Years Foundation Stage and Compulsory Childcare register.</li><li>• An understanding of the Children's Act and guidelines.</li><li>• An awareness of child protection.</li><li>• Some knowledge of relevant health and safety issues.</li><li>• An understanding of the boundaries of confidentiality.</li></ul>
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Human Resources

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Be able to provide safe and creative play experiences.</li> <li>• Be sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability.</li> <li>• Be capable of motivating children and developing their self-confidence.</li> <li>• Be able to provide stimulating activities for children aged 3 to 11 years.</li> <li>• Assist children in new development, intellectually, socially, physically and emotionally.</li> <li>• Provide care and comfort to children, ensuring that they feel secure.</li> <li>• Ability to be able to communicate effectively at all levels when receiving information from and explaining information to others.</li> <li>• Be able to handle situations calmly and effectively.</li> <li>• Work within a team or on own initiative.</li> <li>• Follow instructions and accept guidance.</li> <li>• Be capable of using judgement and common sense.</li> <li>• Be sufficiently literate to be able to read to children, keep short records and write short reports as requested by the play leader.</li> <li>• Ability and willingness to undertake tasks such as toilet accident and cleaning away materials.</li> <li>• Be able to learn and change practice in appropriate ways.</li> <li>• Be willing to undertake further training.</li> <li>• Ability to undertake patterns of work as determined by the school.</li> <li>• Be punctual and fulfil duties in a responsible manner.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> <li>• Experience of working with other professionals</li> <li>• Experience of providing support to parents/carers.</li> <li>• Basic administrative experience.</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Appropriate level 2 qualification in Playwork, Early Years <b>or</b> a commitment to work towards obtaining a relevant qualification.</li> <li>• A current Paediatric First Aid certificate or a willingness to undertake training.</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>
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**Date Reviewed:**

**Updated:**