



Play Worker Job Description

A Play worker is someone who...

- Can understand and identify when a child needs their support
- Is able to assist children in making their ideas come true
- Is able to provide endless opportunities
- Is able to release control allowing the child to learn through their experiences
- Has the energy to keep up with a child enthusiasm and demands
- Has the child's best interests in mind
- Is able to come out of their comfort zone to enable the child to try new experiences

Job summary: To assist the Manager/Play Leader and other colleagues with day to day activities of the club .To provide a safe, friendly, relaxing, quality free play learning environment for children within the framework of the Club's policies and procedures. Ensuring children are supervised and observed whilst providing a wide range of activities.

Responsible for: Children attending the Club.

Working relationships: Children attending the club and their parents/carers Management and staff, including students and volunteers Schools and registering authorities

Duties and Responsibilities

- To Provide and assist with planning, preparing and delivering appropriate play opportunities within a safe environment
- Ensuring that all activities are carried out within the equal opportunities framework.
- To encourage community wide participation and activity planning and delivery.
- Setting up the play space including moving furniture and play equipment.
- Providing light healthy snacks and refreshments in accordance with dietary requirements, ensuring that hygiene, health and safety standards are met.
- Recording and administering first aid when necessary.
- Recording of any accidents on an incident record form.
- To ensure confidentiality of information received.
- Helping with club administration, where necessary.
- Consulting with children and involving them in planning activities.
- Providing comprehensive supervision and care for the children including collecting them from school and delivering them safely to parents or carers.
- To consult with the children and involve them in the planning of activities.
- Help to ensure that a wide range of creative and enjoyable activities are offered.
- Ensure that play meets the full range of children's individual and group needs.

Owl Club & Early Birds



Liaison with parents and teachers

- Encouraging parental involvement and support through the development of effective working relationships.
- To develop and maintain good relationships and communications with all members of the organisation, parents and school to facilitate day-to-day caring needs.

Miscellaneous

- To promote the aims and objectives of Owl Club, and use as a guide for daily activities.
- To ensure the provision of good standards of physical and emotional care.
- To ensure good standards of hygiene and cleanliness are maintained at all times.
- To be responsible for the Health and Safety standards appropriate for the needs of the children. Keeping the work environment healthy, safe and secure.
- To assist with the preparation and maintenance of equipment, resources and materials.
- Ensure child is collected by someone known to the Club.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the club and to uphold its standards at all times.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager.
- Undertaking appropriate and relevant training and to be involved in out of working hours activities, e.g. Training, Staff Meetings, Summer Fair, Christmas Party
- Working within the framework of the club's policies and procedures.
- Complying with Ofsted requirements and regulations.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.



PERSON SPECIFICATION

Post Title:	Play Worker	
Specification	Essential	Desirable
<u>Skills</u>	Knowledge of best practice and delivery of quality care and supervision of young people Provide and facilitate safe and creative play Ability to communicate with children, young people and adults Able to work as part of a team Sound judgement and common sense Sufficient understanding and use of English to ensure the well-being of the children* Basic IT skills	Experience of working with young children in a sport / play / art environment Ability to work on own initiative Competent in using IT to support play and club administration
<u>Knowledge</u>	Good understanding of child protection and welfare of young people policy and procedures Knowledge of Health and safety requirements and risk assessments Understanding the varied needs of children and their families Understanding the issues involved in the delivery of quality play care Understanding the issues of equal opportunities	Knowledge of the Early Years and Foundation Stage Requirements, every child matters agenda, child development and children's rights
<u>Experience</u>	Experience of working with 3 to 11 year olds Working with schools, volunteers	Evidence of working within a play-based setting Experience of administration
<u>Qualifications</u>	Willingness to work towards a relevant qualification.	Relevant qualification in Play/Childcare/ Teaching/Working with young people Appropriate child protection training Current Paediatric First Aid Certificate Food Hygiene Certificate
<u>Personality/Abilities</u>	Bright, motivated and willing to learn Able to use own initiative to work unsupervised	
<u>Work-Related Circumstances</u>	Work within a noisy busy setting. Team player	Registered with DBS update service

Date: July 2017

Manager Sam Dawson 07468 474 939

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