



# Out of School Club

## Play Worker Job Description

**Job summary:** Assist with day to day activities of the club  
Provide quality playcare within the framework of the club's policies and procedures

**Contract:** Zero hour contract covering staff absence, may lead to a longer term position or permanent post, initially required mainly for breakfast sessions and some after school sessions during June & July 2021

**Line manager:** Club Manager/Deputy

**Responsible for:** Not applicable

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

### Main duties include:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

### Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> <li>• Experience of working with 4 to 11 year olds</li> <li>• Understanding the varied needs of children and their families</li> <li>• Understanding the issues involved in the delivery of quality play care</li> <li>• Understanding the issues of equal opportunities</li> <li>• Provide and facilitate safe and creative play</li> <li>• Good communication skills</li> <li>• Able to work as part of a team</li> <li>• Sound judgement and common sense</li> <li>• Sufficient understanding and use of English to ensure the well-being of the children*</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a play-based setting</li> <li>• Level 2 Playwork/childcare qualification</li> <li>• Experience of administration</li> <li>• Competent in using IT to support play and club administration</li> <li>• Ability to work on own initiative</li> <li>• Relevant qualification or willingness to work towards this</li> <li>• Appropriate child protection training</li> <li>• Current Paediatric First Aid Certificate</li> <li>• Food Hygiene Certificate</li> </ul>

\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2014

**For Application Information:** please email [teddybearschildcare@virginmedia.com](mailto:teddybearschildcare@virginmedia.com) or telephone 07760 237663.

**Application Deadline:** Monday 7<sup>th</sup> June 2021 (close of working day), interviews to be held via Zoom between 9<sup>th</sup> & 16<sup>th</sup> June 2021.