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**Community Interest Company**

**Job Description**

**Job Title: Playcare Worker**

**Responsible to: Senior Play worker & Club Manager.**

**Salary: £7.50 Per Hour**

**Working Hours: 18½ Hours per week during term time. (Monday to Friday 2.30 pm – 6.00 pm)**

**Job Purpos**e: To assist the Manager and staff team in planning & delivering a programme of play activities for children of primary school age.

This includes:

1. Meet & escort the children from school to Club using the ‘Walking Bus’ scheme. Reflective waistcoats will be provided.
2. Set up and clear away equipment and materials as required
3. Prepare and serve snacks, clear away after.
4. Safeguard and promote the safety and welfare of the children in our care.
5. Communicate in a calm and effective manner to children, their

parents/carers, teachers, club staff and any other professional body involved with the child’s welfare.

1. Ensure care and maintenance of site and equipment, reporting faults and defects to appropriate person.
2. Tidy and clean all areas on a rota basis.
3. Other ad-hoc duties as required.
4. Participate in planning a programme in consultation with staff team and children, catering for all cultures, abilities and interests.
5. Working with designated small group and individuals to encourage participation.
6. Continually monitor and evaluate activities, identifying areas for development.
7. Attend staff meetings and training sessions.
8. Adhere to the policies, procedures, principals and practices as set out by the Board and Manager in the development and operation of the post.
9. Assist in the training and supervision of volunteers and students.
10. Attend trainings and updates as required to the benefit of the Club and own professional development.

**Other details**

* Post holder will be required to wear a uniform.
* Applicants will be required to participate in the ‘Walking Bus’ scheme on a daily basis.
* An enhanced **DBS** check will be required prior to appointment.
* A minimum of 2 references will be taken prior to appointment

**Hours**

* Staff start work at 2.30pm in order to meet together and prepare materials and the hall for the session.
* The children are met at school at 3.10/15pm and escorted to the club.
* All children are collected by parents/carers by 5.45pm.
* The building is vacated, and left in an acceptable condition, by 6pm.

**Person Specification**

**Job Title: Playworker**

The following are essential for the post:

1. To hold a relevant qualification to at least NVQ level 2
2. Experience of working with children aged 3 years to 11 years
3. An understanding of good quality childcare and behaviour management strategies.
4. Have a commitment to equal opportunities, inclusion and the prevent duty
5. Ability to provide and facilitate safe and creative play.
6. Ability to communicate at all levels.
7. Ability to work well in a team
8. Ability to meet children’s individual needs.
9. Ability to work on own initiative.
10. Awareness of health and safety issues.
11. Ability to support children’s independence when providing a health snack.
12. Knowledge of Child Protection Procedures.
13. Willingness to participate in further training as required

**Desirable for the post:**

1. A current first aid certificate
2. A current food and hygiene certificate