

JOB DESCRIPTION

Post Title: After School Club Playworker		Director/Service/Sector		Office Use		
Grade: 3		Workplace:		JE ref: S1261 HRMS ref:		
Responsible to: After School Club Leader		Date:	Manager Lever:			
<p>Job Purpose: To work as part of the after school club team under the direction of the after school leader to provide safe, high quality after school care and activities for children 4 – 11 years of age. To maintain a stimulating and enjoyable environment.</p>						
Resources		Staff	None			
		Finance	None			
		Physical	The maintenance of a safe and stimulating environment.			
		Clients	Children 4 – 11 years of age and their parents/carers			
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. To work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills. 2. To assist in the planning, preparation and provision of care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. These must also meet EYFS outcomes and fit within the guidance of school policies and procedures. 3. To consult with team members, children and parents and be involved with the planning of activities and snacks. 4. To provide support and supervision as appropriate to the children's needs. 5. To implement systems of observations and record keeping as directed by the after school leader so that children's progress and achievements are effectively and regularly assessed. 6. To assist the after school leader to ensure that refreshments are provided that meet the required standards of hygiene, health and safety. 7. To help set up and tidy away the after school club resources as required. To ensure all toys and equipment are clean and safe at all times. 8. To encourage parental involvement and support for the club. To exchange information regularly re. activities and child's progress. 9. To advise the club leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality etc. as necessary. 10. To maintain complete confidentiality regarding any information gained within the job role. This includes information about the children, their families or other staff. 11. To attend staff meetings and undertake statutory training as required and additional training as agreed to ensure best practice is maintained. 12. To undertake any other reasonable duties as specified by the after school club leader in accordance with the after school business plan/objectives. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>						
Work Arrangements						
Transport requirements:		None				
Working patterns:		As required/negotiated within the club opening hours which are: Monday –				
Working conditions:		Friday, 3.15 – 5.15pm. Term time only.				

PERSON SPECIFICATION

Post Title: After School Club Playworker		Director/Service/Sector:	Ref: S1261
Essential	Desirable		Assess by
Knowledge and Qualifications			
Willingness to learn. A recognised level 2 or above childcare/playworker qualification or willingness to attain. A satisfactory Enhanced CRB check which confirms suitability to work with children. Health clearance for role.		Willingness to attend training courses as required to keep up to date with current good practice. E.g. Level 2 Childcare/Playwork qualification, Child protection, Food Hygiene, First Aid. Knowledge and understanding of Health and Safety requirements.	
Experience			
Experience working with children in a childcare setting.		Experience of working in a similar setting.	
Skills and competencies			
The ability to work as part of a team and on own initiative. Reliable and enthusiastic. Friendly and flexible. Good customer awareness		An understanding of child development and how to meet children's needs. Ability to communicate and liaise effectively with a wide range of people, both professional and lay. Commitment to and understanding of equality, diversity and inclusive practice.	
Physical, mental and emotional demands			
Ability to prioritise and be adaptable in approach. Ability to create and maintain a stimulating and enjoyable environment. Patience and a sense of humour Ability to understand and maintain confidentiality			
Other			
A commitment to young children and families. A commitment to the provision of a high quality service and achieving customer satisfaction. To undertake any other reasonable duties in accordance with the out of school club business plan/objectives.			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits