Job Description – Playworker

Purpose of the Post
To assist in the day to day operation of the After School, Breakfast Club and/or Holiday Club, helping to provide an interesting and stimulating play environment for the children and ensuring that the provision of child care for children who attend the clubs meets expectations of Morley Memorial and external agencies.

Responsible to: Childcare Manager, Deputy Playleader, Qualified Playworkers

Main Responsibilities of the post
- To facilitate the provision of safe, creative, appropriate play opportunities, preparation and organisation of activities based on the interests of the children, allowing them to explore on their own with unobtrusive adult supervision
- To meet and greet new and existing children into the setting and settle them into the activities
- To be aware of changes in children's friendships, proactively encourage their socialising and play and use any opportunity available to initiate and participate in games with them
- To supervise the children’s play whilst being aware of individual needs including medical, dietary and behavioural needs
- To deal with any inappropriate, unacceptable or challenging behaviour, referring issues accordingly
- To safeguard the health and well-being of children e.g. logging concerns, administering first-aid and assessing risk versus benefit in play activities
- To complete safety checks of the play space to ensure the safety of children remains paramount
- To contribute towards the day to day administration, record keeping, cleaning and care of the premises and equipment
- To attend and participate in staff meetings and training sessions, sometimes in addition to core working hours
- To support other Playworkers and to work as a team to ensure effective support for the setting
- To carry out all responsibilities and activities within an equal opportunities framework
- To help with the preparation of light refreshments and snacks
- To be committed to a child centred approach which values individual children and respects their decisions
- To be conversant with the policies and procedures of the setting and to work within these at all times, promoting the clubs' ethos to the Playwork team
- To respect confidential and sensitive information and to uphold the dignity of the individuals in the setting
- To undertake any other duties as required to fulfil the requirements of the role

Person Specification

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<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
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<tr>
<td>* An understanding of good quality childcare</td>
<td>* Experience of working with 4 - 11 year olds</td>
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<td>* A commitment to equal opportunities &amp; promoting</td>
<td>* Ability to meet children's individual needs</td>
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<td>children's welfare</td>
<td>* Playwork/Childcare qualification</td>
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<td>* Ability to provide safe, creative play</td>
<td>* First Aid, Food Hygiene, Child Protection/Safeguarding Training</td>
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<td>* Ability to communicate at all levels</td>
<td>* Knowledge/experience of the Playwork Principles..</td>
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<td>* Ability to use judgement &amp; common sense</td>
<td>* Knowledge/experience of the Early Years Foundation Stage</td>
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<td>* Ability to work as part of a team</td>
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All Playworkers will be asked to complete a disclosure and barring service application in order to gain an enhanced disclosure and be willing to have two references sought.

This job description may, from time to time be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Morley Memorial Primary School, June 2015

*We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced DBS check.*