**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

**Line manager:** Club Manager or Deputy Manager

**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**

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| **Essential qualities** | **Desirable qualities** |
|  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   Provide and facilitate safe and creative play   Good communication skills   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\* |  Experience of working with 4 to 11 year olds   * Experience of working within a play-based setting    Experience of administration   Competent in using IT to support play and club administration   Ability to work on own initiative   Relevant qualification or willingness to work towards this   Appropriate child protection training   Current Paediatric First Aid Certificate   Food Hygiene Certificate |

*\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*