

JOB DESCRIPTION

The Ark After School Child Care Club

Play Worker

Responsible to: The Play Leader and the Deputy Play Leader

Job Purpose: Assisting with the day to day operation of the club and the care of children. The position requires an enthusiastic, self motivated person who is able to use their initiative, and have confidence supervising children. Play workers should be confident in their interactions with children, have a positive approach in their communications and participate fully in the care session.

Hours: As required at sessions running Monday to Friday, 3.00-6.15 pm, term time only

Job duties

- Assisting in setting up The Ark from Monday-Friday from 3.00pm onwards, including assisting in signing in of children and the organisation of play activities (class based and outdoors)
- Organising the children's snack, clearing up and some washing up duties
- Assisting with day to day administration as required
- Ensuring the delivery of creative play opportunities in a safe and caring environment
- Maintaining Health and Safety policies and procedures
- Administering first aid in accordance with parental consent forms
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Working within agreed policies
- Attend training sessions as required

Person specification

Essential for the post

- A minimum of one years experience of working with 4 to 11 year olds
- Working towards a child care qualification (preferably NVQ Level 3 or equivalent)
- Ability to provide and facilitate safe, creative play
- An enthusiasm for working with children
- Ability to communicate at all levels
- Ability to work on own initiative
- Ability to use judgement and common sense
- Willingness to attend training sessions

Desirable for the post

- Level 3 qualification in Playwork or equivalent
- A current first aid certificate and food hygiene certificate