

Downs Infant Rainbow Club

Play Worker - Job Description



Job summary:	Assist with day to day activities of the club. Provide quality play care within the framework of the club's policies and procedures.
Line manager:	Club Manager
Responsible for:	Play workers, volunteers, children attending the club
Working relationships:	Children attending the club and their parents or carers, Management Committee, School Staff, Premises Manager

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 safeguarding.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Setting up the play space including moving furniture and play equipment.
- 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 the school.
- Undertaking appropriate and relevant training.
- Keeping the working environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

Person specification

<u>Essential qualities</u>	<u>Desirable qualities</u>
Experience of working with 4 to 8 year olds	Good experience of working in a childcare setting
Understanding the varied needs of children and families	Relevant qualification or willingness to work towards this
Providing and facilitating safe and creative play	Experience of working within a play-based setting
Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children	Ability to work on own initiative
Ability to work as part of a team	Experience of administration
Understanding the issues of equal opportunities	Competent in using IT based resources to support play and club administration
Sound judgement and common sense	Appropriate safeguarding training
	Current 12-hour Paediatric First Aid Certificate
	Food Hygiene Certificate