

Playworker

Job Description / Person Specification

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/deputy
Responsible for:	Not applicable
Working relationships:	Children attending the club and their parents/carers Management and staff, including students and volunteers

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.
- 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, schools and childcare and play related agencies.
- 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

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Experience of working with 5 to 11 year olds• 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	<ul style="list-style-type: none">• 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 play work qualification or willingness to work towards this• Appropriate child protection training• Current Paediatric First Aid Certificate• Food Hygiene Certificate