

Department	Children & Young People's		Division	Education	
Designation of Post	Play Worker			Grade Band C	Post No
Responsible to	Before and After School Club Manager				
Immediate Subordinates					

**Description of duties**

To work closely with colleagues to provide a healthy, safe, secure and welcoming environment and a diverse range of high-quality play experiences that meet the individual needs of all children aged 3 – 11 years attending the Out of School Club.

**Key Tasks**
**Being Healthy:**

- To be aware of the need to promote emotional and physical health, work within the Wirral Child Concern Model, and report any problems to the Senior Play Worker.
- To share responsibility for the hygiene of the Club's facilities when preparing food and maintaining resources and indoor and outdoor premises.
- To ensure drinking water is always available and contribute to providing appropriate healthy meals and refreshments that meet children's dietary needs.

**Staying Safe:**

- To be aware of safety issues indoors and outdoors, be involved in safety procedures such as risk assessment and fire drills, and report problems or defects to the Senior Play Worker.
- To maintain a Paediatric First Aid Certificate and provide basic First Aid as required.
- To work within the Local Safeguarding Children Partnership Guidelines and report any Child Protection issues to the Senior Play Worker.
- To contribute to maintaining the security of the building and monitoring visitors, and report any problems to the Senior Play Worker.
- To maintain confidentiality as appropriate in dealings with children, parents and team members.

**Enjoying and Achieving:**

- To attend team planning meetings and contribute ideas and information to the programme of opportunities.
- To contribute to planning both individual and group opportunities for children in the Club's care, ensuring that activities are appropriate to children's social, emotional, physical and intellectual needs and interests.
- To ensure that children are provided with plenty of suitable choices of activity, both indoors and outdoors, and that activities are adequately supervised,
- To interact with the children, provide a good role model and be involved in children's play opportunities as appropriate.
- To contribute to maintaining a positive play environment that is welcoming, accessible and comfortable and offers opportunities for a diverse range of activities both indoors and outdoors.
- To prepare premises, equipment and materials before the children arrive and tidy up after

each session.

### **Making a Positive Contribution**

- To establish good communications with parents regarding their children's welfare on a day-to-day basis.
- To consult with children regarding the play environment, resources and activities provided and their relationships with adults and other children within the Club.
- To observe children as appropriate to ensure their needs are being met.
- To treat all children, parents and team members with equal concern, and contribute to an environment, activities and resources that are accessible, develop understanding of diversity, and meet all needs.
- To develop sympathetic and nurturing relationships with the children in the care of the Club, valuing their contributions and supporting positive behaviour and an ethos of respect for all.

### **Organisation**

- To contribute to the maintenance of adequate contact, registration, accident and medication records in line with the requirements of the National Care Standards.
- To keep records of booking and attendance as directed by the Senior Play Worker.
- To ensure that parents are provided with the information they require about the Club, its organisation, their children's well-being and the complaints procedure.
- To carry out other administrative work as required.
- To attend regular staff team meetings.
- To take part in a personal development programme including attending training which enables the Club to meet legal requirements and local and national initiatives in the delivery of a good quality service.
- To have a good understanding of all the Club's Policies and Procedures, to support their implementation and contribute to the review process.
- To report to the Club Manager/ Headteacher any health or personal concerns that might affect suitability for working with children.
- To perform other duties as considered reasonable.

Issued by

Chief Officer .....

Date .....