

## Job Description



|                        |                            |                    |         |
|------------------------|----------------------------|--------------------|---------|
| Department             | Children & Young People's  | Division           |         |
| Designation of Post    | Assistant Playcare Worker  | Grade<br>Band<br>B | Post No |
| Responsible to         | Out of 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 Out of School Club Manager.
- 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 Out of School Club Manager.
- To work within the Local Safeguarding Children Board Guidelines and report any Child Protection issues to the Out of School Club Manager
- To contribute to maintaining the security of the building and monitoring visitors, and report any problems to the Out of School Club Manager.
- 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.
- To contribute to the provision of suitable choices of activity for children, both indoors and outdoors, and supervise as directed.
- 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 help prepare premises, equipment and materials before the children arrive and tidy up after each session.

### **Making a Positive Contribution**

- To contribute to good communications with parents regarding their children's welfare, as directed.
- To contribute to consultation with children, as directed.
- 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 school.
- To contribute to the information provided to parents about the Club, its organisation, their children's well-being and the complaints procedure.
- To attend regular staff team meetings.
- To attend local support network meetings to share ideas and resources and exchange information with workers from other similar settings.
- To take part in a personal development programme including attending training which enables the Club to deliver a good quality service.
- To have a good understanding of all the Club's Policies and Procedures and to support their implementation.
- To report to the Headteacher health or personal concerns that might affect suitability for working with children.
- To perform other duties as considered reasonable by the Out of School Club Manager/Headteacher.