



Footsteps 4 Life

Play Worker Job Description

Job summary: Assist with day to day activities of the club
Provide quality playcare within the framework of the club's policies and procedures. £9 per hour.

Line manager: Club Manager

Working relationships: Children attending the club and their parents/carers
Management and staff, including students and volunteers,
Schools and registering authorities.

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.
- Setting up the play space including moving furniture and play equipment.
- 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, and schools.
- 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 4 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 ● Sufficient understanding and use of English to ensure the well-being of the children* 	<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 qualification or willingness to work towards this ● Appropriate child protection training ● Current Paediatric First Aid Certificate ● Food Hygiene Certificate

* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017