



## Cool Kids Club

### Play Worker Job Description

<b>Job summary:</b>	Assist with day to day activities of the club Provide quality playcare within the framework of the club's policies and procedures
<b>Line manager:</b>	Club Manager/Deputy
<b>Responsible for:</b>	Not applicable
<b>Working relationships:</b>	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"> <li>● Relevant qualification at level 3 or willingness to work towards this</li> <li>● Experience of working with 3 to 11 year olds</li> <li>● Understanding the varied needs of children and their families</li> <li>● Understanding the issues involved in the delivery of quality play care</li> <li>● Understanding the issues of equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working within a play-based setting</li> <li>● Experience of administration</li> <li>● Competent in using IT to support play and club administration</li> <li>● Ability to work on own initiative</li> <li>● Appropriate child protection training</li> <li>● Current Paediatric First Aid Certificate</li> <li>● Food Hygiene Certificate</li> </ul>

<ul style="list-style-type: none"><li>● Provide and facilitate safe and creative play</li><li>● Good communication skills</li><li>● Able to work as part of a team</li><li>● Sound judgement and common sense</li><li>● Sufficient understanding and use of English to ensure the well-being of the children*</li></ul>	
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*\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*