**JOB DESCRIPTION**

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| **Location** | |  |
| **Job Title** | | PLAY WORKER |
| **Grade** | | Grade 1 |
| **Primary Purpose of the Job** | | To assist with the operation of an out of school club care scheme for 3-11 year olds |
| **Responsible to** | | Play Manager/Play Officer |
| **Responsible for** | | The children who attend the care scheme (in absence of the Play Officer) |
| **Principal Responsibilities** | | 1. Assisting with the operation of an out of school club in accordance with agreed policies.  2. Ensuring the provision of high quality childcare and appropriate play opportunities for all children attending the scheme.  3. Liaison with parents and other appropriate agencies. |
| **MAIN DUTIES** | | |
| 1. | To provide full good quality and safe care for children including meeting individual needs, supervision of activities and outings, provision of refreshments. | |
| 2. | To serve breakfast for the children. | |
| 3. | To be responsible for monies including fees, trip money and lunch money (where appropriate). | |
| 4. | To provide good quality, creative, appropriate play opportunities in a safe and child‑centred environment and via a Children’s Right Based approach. | |
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| 5. | To provide support and a safe and secure environment for children with additional needs, i.e. autism, ADHD or a physical disability, after appropriate training. | |
| 6. | To prepare activities and assist in programme planning. | |
| 7. | To encourage parental and community involvement and support for the care schemes. | |
| 8. | To support the development of the scheme, including striving to achieve any necessary standards/awards. | |
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| 9. | To liaise with parents, schools and other agencies in order to promote the care scheme and ensure the children’s well-being. | |
| 10. | To administer first aid as requested. | |
| 11. | To ensure that premises and equipment are kept in a clean and safe condition and to be responsible for security when necessary, in line with Health and Safety Legislation. | |
| 12. | To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework. | |
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| 13. | To carry out other duties as may reasonably be required by the scope and nature of the post. | |
| 14. | The post is subject to an enhanced disclosure from the Criminal Records Bureau. | |
| 15. | **Customer Care -** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered. | |
| 16. | **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others. | |
| 17. | **Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan. | |

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**PERSON SPECIFICATION**

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| **Location** |  |
| **Job Title** | PLAY WORKER |

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | | | |
| 1. | Understanding of child development and the importance of play. | | | Application/Interview |
| 2. | Ability to provide and facilitate appropriate and creative play activities in a child centred environment. | | | Application/Interview |
| 3. | Understanding of good quality childcare and how to care for children in a sensitive and responsible way. | | | Application/Interview |
| 4. | Deal with difficult situations in a confident and responsible manner, in line with Bolton Local Authority policies. | | | Interview |
| 5. | Ability to respond to and meet children’s individual needs and rights and build appropriate relationships with them and their carers. | | | Application/Interview |
| 6. | Accurately record and process information. | | | Interview |
| 7. | Organisational skills. | | | Application/Interview |
| 8. | Dealing with monies, financial skills. | | | Application |
| 9. | Communication Skills | | | Application/Interview |
|  | - | Understanding of methods of communicating | |  |
|  | - | verbally and in writing communicate in a clear and concise way with both children and adults. | |  |
| 10. | Work on own initiative | | | Interview |
| 11. | Awareness of Health and Safety at Work | | | Interview |
| 12. | Understanding & commitment to equal opportunities & be able to demonstrate this within the work environment | | | Application/Interview |
| 13. | Understanding of/ability to meet the needs of a multi-cultural community. | | | Application/Interview |
| 14. | Understanding of/ability to work with children with SEN/disabilities | | | Application/Interview |
| 15. | **Customer Care –** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | | Application Form/Interview | |
| 16. | Valuing Diversity – Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services & reduce disadvantage. | | Application Form/Interview | |
| 17. | **Developing Self and Others** – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | | Application Form/Interview | |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Some experience of working with 3-11 year olds in a play environment. | Application Form/Interview |

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| **3. Work Related Circumstances** | | |
| 1. | Willingness to undertake appropriate training. | Interview |
| 2. | Willingness to work flexible hours and attend related meetings. | Interview |
| 3. | Subject to an enhanced disclosure from the Criminal Records Bureau. | CRB check |
| 4. | Minimum age 18 years | Application |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **ADDITIONAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Appropriate qualification in Childcare or Playwork at NVQ Level 2. | Application |
| 2.  3. | Paediatric First Aid  Basic Food Hygiene Certificate |  |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |