

Linaker Primary School & Children's Centre

JOB DESCRIPTION

Senior Play Worker

HOURS OF WORK:

20 Hours Per Week – Term Time and Holiday Time

RATE OF PAY: SCP 14 : 17

RESPONSIBLE TO: Centre Manager and Deputy Childcare Manager(s)

MAIN OBJECTIVE: To provide a daily out of school club (known as 'Linaker Kid's Club') for children aged 5 to 12 years, which offers a safe, stimulating and creative environment..

TASKS AND DUTIES:

1. To ensure the provision of age appropriate and creative play, taking into account the individual needs of children as well as the group as a whole.
2. To ensure that children are collected from school and delivered to parents/guardians/carers at the end of the session; to prepare drinks and snacks as required.
3. To instigate activities in a structured environment and relaxed atmosphere, maintaining overall quality of care.
4. To be aware of the needs of all children, particularly those of minority ethnic groups and those with disabilities.
5. To ensure all activities are conducted in accordance with school and centre policy.
6. To be responsible for the day-to-day management of club staff and supervision of volunteers.
7. To be involved with the recruitment of staff and volunteers.
8. To ensure that the club has adequate staff cover.
9. To set up and maintain appropriate record-keeping systems to ensure the smooth running of the schemes, including the ordering and maintaining of stocks and supplies.
10. To keep daily log sheets and to write reports as necessary.
11. To be responsible for collecting all fees and monies and to maintain adequate financial records, as requested by the schools systems.

12. To work within a budget system set by and in conjunction with the Children's Centre Committee.
13. To undertake other administrative duties necessary to the day-to-day running of the club.
14. To encourage parental involvement and support.
15. To initiate close liaison with parents, schools and other childcare agencies.
16. To liaise with the Children's Centre Committee as necessary; to attend and report to regular committee meetings.
17. To administer first aid as necessary.
18. To keep accurate and up-to-date accident records and maintain first-aid box.
19. To ensure that a clean safe environment is maintained at all times.
20. To ensure that staff, volunteers and children are aware of the fire drill and evacuation procedures.
21. To supervise and ensure the safe and appropriate use of equipment and to notify the appropriate person of any repairs required.

PERSON SPECIFICATION

Criteria	E = Essential D = Desireable
An appropriate level 3 play work qualification.	E
Experience of working with 5-12 year olds in a play setting.	E
An understanding of good quality childcare.	E
A commitment to equal opportunities.	E
Ability to provide and facilitate safe, creative play.	E
Ability to communicate at all levels.	E
Some experience of administration.	E
Ability to manage staff and to work as part of a team.	E
Ability to produce regular project reports.	E
Ability to meet children's individual needs.	E
Ability to work on own initiative.	E
Ability to use judgment and common sense.	E
Possession of a current First Aid Certificate.	E
Understanding of the national standards and the ability to meet them.	E
A current Driving Licence.	D
Experience of working with a voluntary management committee.	D