

## **Job Description**

### **Broomhaugh Squirrel's Club**

#### **PLAY WORKER**

**Responsible to:** The Play Leader and the Management Committee.

**Job Purpose:** To assist in the day to day organisation of the out of school club.

**Duties:**

1. Taking part in the day to day administration, record keeping, ordering and purchasing of materials and equipment.
2. Providing safe, creative, appropriate play opportunities, preparing activities, helping to organise the programme.
3. Providing full care for the children including; delivering children to school, collecting children from school and delivering them safely to their parents and/or named carers. This will include providing refreshments.
4. Administering first aid as appropriate.
5. Encouraging parental involvement and support.
6. Close liaison with parents, schools and other childcare and play related agencies.
7. Attending meetings as appropriate.
8. Carrying out all responsibilities and activities within an equal opportunities framework.
9. Working within agreed policies.

#### **Person Specification**

**Essential for the Post: Level 2 or 3 childcare qualification**

- An understanding of good quality childcare.
- A commitment to equal opportunities
- Ability to provide safe, creative play.
- Ability to communicate at all levels.
- Experience of working with 3 to 12 year olds
- Ability to meet children's individual needs.
- Ability to use judgement and common sense.
- Ability to work as part of a team.
- An appropriate childcare qualification (Level 3 Diploma for Children & Young People and DBS

**Desirable for the post:**

- A current first aid certificate.
- A current driving licence.
- Experience of working with a voluntary management committee.
- Ability to work on own initiative.

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