



# Swavesey Kids Club

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

## **JOB DESCRIPTION**

**JOB TITLE:** Play Worker

**LOCATION:** Swavesey Primary School

**REPORTS TO:** Manager

### **DUTIES OF THE ROLE:**

- 1 Assist with the preparation and supervision of snacks for the children upon arrival, the preparation and layout of play activities, and the organisation of the children.
- 2 Deliver and participate in appropriate play opportunities in a safe and caring environment.
- 3 Have an understanding of the Early years foundation stage(EYFS), to aid each child's developmental needs. (training will be given)
- 4 Give care to the children including welcoming new members to the club and the safe handover of children to parents/guardians.
- 5 Take part in preparing and clearing activities and equipment, organising the programme, and the order and purchase of materials and equipment.
- 6 Assist in ensuring that records of staff and children, and attendance registers are properly kept and keep play workers informed of all the important information about the children.
- 7 Contribute to maintaining day to day discipline
- 8 Work in a safe manner and consider the play environment and any matters affecting the children, advising the Manager of any identified risks.
- 9 Be aware of and work within the policies and procedures of the club. Raise any concerns or questions about policy or procedures with the Manager or Club Committee members immediately an issue is identified.
- 10 Administer first aid as appropriate and progressing further treatment as necessary.
- 11 Deal sensitively and confidentially with any matters of personal information about the children and /or their families which may be obtained in the course of working the club.
- 12 Participate in necessary training such as First Aid and Food Hygiene as required
- 13 Encourage the involvement and support of parents and positively promote the club to parents and in the local community.
- 14 Report all accidents or breakages of equipment for appropriate recording by the club staff.
- 15 Attend staff meetings.