



# Academies Trust

## Job Description

Department	Co-op Academy Woodslee		
Designation of Post	Play Worker – Squirrel Club	Band B	
Responsible to	Headteacher/Club Manager		



## Purpose of role:

To work closely with colleagues to provide a healthy, safe, secure and welcoming environment and a diverse range of high quality play experiences that meet the individual needs of all children aged 3-11 years attending After School Club.

## Key accountabilities (and specific duties / responsibilities):

### 1. Being Healthy

- To be aware of the need to promote emotional and physical health, and report any problems to the Club Manager;
- To share responsibility for the hygiene of the club's facilities when preparing food and maintaining resources and indoor and outdoor premises;
- To ensure drinking water is always available and contribute to providing appropriate healthy meals and refreshments that meet children's dietary needs;

### 2. Staying Safe

- To be aware of safety issues indoor and outdoors, be involved in safety procedures such as risk assessment and fire drills, and report problems or defects to the Club Manager;
- To maintain a Paediatric First Aid Certificate and provide basic First Aid as required;
- To work within the Local Safeguarding Children Board Guidelines and report any Child Protection issues to the Club Manager;
- To maintain confidentiality as appropriate in dealings with children, parents and team members.

### 3. Enjoying and Achieving

- To attend team planning meetings and contribute ideas and information to the programme of opportunities;
- To contribute to planning both individual and group opportunities for children in the club's care, ensuring that activities are appropriate to children's social, emotional, physical and intellectual needs and interests;
- To ensure that children are provided with plenty of suitable choices of activity, both indoors and outdoors, and that activities are adequately supervised;
- To interact with the children, provide a good role model and be involved in children's play opportunities as appropriate;
- To contribute to maintaining a positive play environment that is welcoming, assessable and comfortable and offers opportunities for a diverse range of activities both indoor and outdoors;

- To prepare premises, equipment and materials before the children arrive and tidy up after each session.

### 4. Making a Positive Contribution

- To establish good communications with parents regarding their children's welfare, on a day to day basis;



- To consult with children regarding the play environment, resources and activities provided and their relationships with adults and other children within the club;
- To observe children as appropriate to ensure their needs are being met;
- To treat all children, parents and team members with equal concern, and contribute to an environment, activities and resources that are accessible, develop understanding of diversity, and meet all needs;
- To develop sympathetic and nurturing relationships with children in the care of the club, valuing their contributions and supporting positive behaviour.

## 5. Organisation

- To contribute to the maintenance of adequate contract, registration, accident and medication records in line with the requirements of the national care standards.
- To keep records of booking, attendance and money collected, as directed by the Club Manager;
- To ensure that parents are provided with the information they require about the club, its organisation, their children’s well-being and the complaints procedure;
- To carry out other administrative work as required;
- To take part in a personal development programme including attending training which enables the club to meet legal requirements and local and national initiatives in the delivery of a good quality service;
- To have good understanding of all the Club’s Policies and Procedures, to support their implementation and contribute to the review process;
- To report any health or personal concerns to the Club Manager.

### Note

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	E	A



<ul style="list-style-type: none"> <li>• Paediatric First Aid certificate</li> <li>• Food preparation/Food Hygiene certificate</li> </ul>	<p>D D</p>	<p>AI AI</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with primary aged children</li> <li>• Experience of working in a school</li> <li>• Experience of working in breakfast or after school club setting</li> </ul>	<p>E D D</p>	<p>AI AI AI</p>
<p><b>Skills, Ability &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good literacy, numeracy and organisational skills</li> <li>• Excellent communicator on all levels</li> <li>• Willingness to undertake safeguarding training</li> <li>• NVQ3 in Play work or equivalent</li> <li>• Commitment to own personal and professional development.</li> </ul>	<p>E E E D E</p>	<p>AI AI AI AI AI</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to work within a team</li> <li>• Flexible working when required</li> <li>• Ability to work to deadlines</li> <li>• A willingness to undergo training</li> <li>• Ability to use initiative and to identify priorities</li> </ul>	<p>E E E E E</p>	<p>AI AI AI AI AI</p>



# Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.