

Waterbeach After School Play Scheme

Waterbeach Playhouse, High Street, Waterbeach, Cambridge CB25 9JU
OFSTED NO: - 221946



Job Description After-School Play Worker

Job Title: Play Worker

Job Purpose: To support the session Coordinator in delivering a high quality, flexible childcare service that meets the needs of the children and their families. Supporting the Coordinator in the planned activities and supervising children.

Based: Waterbeach Playhouse

Line manager: Setting Manager (or Deputy when applicable)

Responsible for: none

Working relationships: Children attending the club, WASPS staff, WASPS Manager, Waterbeach Primary School, after school activity providers at Waterbeach Primary School.

Main duties include:

- Preparation of the rooms at the start of the session before children arrive, referring to the weekly plan where appropriate.
- Preparation of set activities as directed by the Coordinator.
- Preparation of snacks and refreshments for the children, making sure you are aware of dietary requirements displayed in the kitchen and maintaining good food hygiene practices. Washing up and clearing away afterwards.
- Carrying out a daily checklist risk assessment, and having a constant awareness of Health & Safety issues throughout each session.
- Ensuring the children are escorted safely to and from school (including safe collection of children from after school activities arranged by the school).
- Joining in and playing with the children, building trusting relationships.
- Supervising the children inside and outside. Taking a lead in play sessions/activities as appropriate, or when asked to do so by the Coordinator.
- Administering First Aid as appropriate (if qualified to do so) and being aware of known medical conditions or allergies – as displayed in the WASPS Store cupboard.
- Changing a child if they have had an accident, or if they are wet due to a fall outside or spillage of liquid. (You must only assist in this area with another member of staff – never on your own).
- Encouraging positive behaviour, enforcing the WASPS club rules and setting a good example to the children. Giving support and encouragement where needed.
- Tidying the rooms between activities, and light cleaning duties including

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- sweeping, mopping, hoovering and emptying bins at the end of the session.
- Attending meetings and training sessions as appropriate.
- Working as a team member.
- Liaising with the Coordinator or any one deputising for them should you have concerns about a child, or if you feel unsure about anything.
- Keeping information regarding the families and children you work with confidential.
- Carrying out all responsibilities and activities within and equal opportunities framework.
- Being familiar with and work within the clubs policies and procedures.

Working hours:

The working hours follow the Waterbeach Primary School term time calendar. The after-school club working hours are from 2:45pm to 6:00pm.

Hours and days of work are agreed in advance with the setting manager in order to maintain adequate staff to children ratios.

During school holidays the club may offer sessions depending on demand. The holiday club is normally offered during half terms, three days over Christmas, one week in Easter, and three weeks in summer. The holiday club opens from 8:00am to 6:00pm and Play Workers can cover part of this schedule (am shift, pm shift, or all day).

You are expected to take statutory holiday during the school holidays and when the holiday club is not running. This is usually 3 weeks in summer, 1 week in Easter, and 1 week in Christmas, in addition to all bank holidays.

Wages:

Play Workers are paid by hour worked. The hourly rate is agreed on an annual basis by the Management Committee.

Statutory holiday pay is accrued and paid pro-rata at four intervals in the year.

Free Childcare Place:

You will be allowed to bring one child (age 4 to 11) whilst you are working free of charge, subject to availability.

Minimum requirements:

- Ability to communicate effectively
- Desire to progress childcare qualifications

Desirable requirements:

- NVQ Level 1 in childcare, or equivalent
- Experience as a childcare practitioner
- Ability to work under pressure
- First aid training
- Safeguarding training