

St Mary's Kids Club

Playworker Job Description

MAIN PURPOSE

To assist with the day-to-day organisation and running of St Mary's Kids Club.

RESPONSIBLE to Kids Club Manager

RESPONSIBILITIES

- To safeguard children and ensure and promote their health & safety.
- Organising before after school activities in conjunction with other staff.
- Set up area before children arrive & with other staff, pack away at end of each session.
- Plan and coordinate activities and games to interest and stimulate the children.
- Organise the space and resources to create a welcoming, relaxed and informal environment.
- Ensure positive relationships with children and families.
- Note any information passed on from parents and pass onto the Manager or Deputy Manager
- Interact with children, playing games or simply having conversations on a one-to-one basis.
- Ensure a good balance between free choice of play and directed play when necessary
- Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the Manager or Deputy Manager).
- Ensure there is a good standard of behaviour in line with the Club's behaviour policy.
- Bring any concerns to the attention of the Manager or Deputy Manager.
- Communicate any relevant news or issues to others in the staff team.

SKILLS & PERSONAL QUALITIES REQUIRED

- Child centred.
- Good organisational & communication skills.
- Reliable.
- Professional & positive approach
- Patience & flexibility
- Resourceful, practical, good at problem solving.
- Hygiene certificate or willingness to obtain one.
- First- aid certificate or willingness to obtain one.

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Playworker Person Specification

QUALIFICATIONS AND TRAINING

- Five GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience.
- NVQ level 2 in Playwork, or equivalent.

APTITUDES AND ABILITIES

- Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs.
- Good creative skills in order to create a stimulating environment for children.
- Excellent interpersonal skills.
- Ability to work under pressure and to deadlines.
- Good organisational and planning skills.
- Ability to manage some challenging behaviour from pupils.
- Ability to handle confidential information with discretion.

KNOWLEDGE

- Knowledge and understanding of the elements of healthy eating
- Knowledge of Health and Hygiene regulations.
- Understanding of the basic First Aid procedure.
- Good knowledge of Safeguarding procedures.

ATTITUDE AND MOTIVATION

- Self-motivated.
- Team player.
- A commitment to support the children to reach their full potential.

OTHER FACTORS

- Support the Club's safeguarding and security procedures.
- Commitment to Equal Opportunities.
- DBS check.