

## Kidszone Out of School Care Limited – June 2022

**JOB TITLE :** Level 3 PLAYWORKER

**REQUIRED QUALIFICATION:** Level 3 Playwork/Childcare Diploma or equivalent with Early Years

### **JOB SUMMARY:**

To assist in the day to day operation of Kidszone After School & Holiday Care Provision. To facilitate a broad range of play opportunities in a safe, stimulating, friendly, happy and inclusive environment. To support junior staff members and to act as the lead person in the absence of the Deputy Manager or Manager.

### **Detailed Job Description**

1. Help deliver a daily programme of indoor and outdoor play activities through consultation with the children and assist in planning and organising activities appropriate to the users at any given time.
2. Assist in setting up before and tidying/clearing away after each play session.
3. To assist in ensuring the safety and well-being of children through regularly checking equipment, premises, gates, outdoor areas and reporting concerns/defects to the Deputy/Manager.
4. Prepare a healthy selection of snacks and drinks for the children
5. To ensure children's safety at all times by undertaking first line Child Protection measures, reporting areas of concern to the Manager/Deputy Manager. To have due regard for safeguarding and promoting the welfare of children and young people.
6. Ensuring that parents, carers and other visitors are made to feel welcome on visiting Kidszone and that they receive appropriate information and advice.
7. Contribute to the accountability of Kidszone through assisting in the maintenance of agreed records including registers, contracts with parents/carers, accident books etc.
8. Assist in management of behaviours in accordance with Kidszone's policies and procedures.
9. To assist in the evaluation of events and activities together with staff and children, and contribute to the development of the service including making recommendations for change and development of the activities.
10. Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.

11. Administer first aid or refer to on site first aider as appropriate. Note: Paediatric first aid training will be provided.
12. To attend training courses as appropriate. (as well as first aid, safeguarding training will be required and provided as a minimum)
13. To assist in publicising the service and special events through distribution of leaflets, posters, and information bulletins.
14. Be involved in mentoring junior staff and support in their induction and development through setting a high standard and being approachable and professional.

### **Person Specification**

1. Must hold NVQ level 3 in Playwork with Early Years (or equivalent).
2. Must have at least two year's experience working in a childcare setting.
3. Must be physically fit and alert to supervise and take responsibility for groups of children.
4. Ability to communicate effectively with children, parents/carers, staff and other relevant agencies (ie school).
5. You will have the ability to assist in planning and implementation of a play programme which reflects the diverse needs of children and addresses race, culture, gender and disability.
6. Ideally will have knowledge and experience of Early Years Foundation Stage (EYFS) and its implementation within a play-based setting.
7. Ideally will have knowledge and appreciation of legislation and regulatory requirements (ie Ofsted) related to Out of School Provision.

### **Conditions of Service**

- Days/Hours of work are Monday to Fri, 3.25 hrs per day, 16.25 hrs per week, between 2.45-6pm during term time and 25 hrs per week at agreed times/days during holiday care periods (Mon-Fri, between 8.30am and 6pm).
- The post-holder will be based at St Pauls CE Primary School, St Pauls Road, Withington, M20 4PG but would be expected to accompany the children on trips during holiday care provision.
- You must undertake the duties and responsibilities of the post with due regard for Kidszone's policies and procedures.
- You will need to work as part of a team and accept line management.
- You must be willing to undertake appropriate training to maintain Kidszone's standards.