



**Before and After School Club Play Worker**

**Job Description**

Kid's Space Limited provides childcare for primary school age children in our breakfast and after school club. Our play workers must be enthusiastic, well organised, honest, reliable, hardworking and enjoy working and having fun with children.

Breakfast club hours are from 7:45am to 9:15am, after school club is from 2:45pm to 6:00pm.

Contracts are term time only with the possibility of additional hours in our holiday club during holiday periods.

**Main Duties & Responsibilities**

- Assist with planning, preparing and delivering quality stimulating play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from our onsite school and delivering them safely to parents/carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.
- Working within the clubs Safeguarding Policy.

## Person Specification

### Essential Qualities:

- Experience of working with 4 to 11 year olds.
- Understanding the requirements of safeguarding and able to work to policy requirements.
- Understanding the varied needs of children and their families.
- Understanding the issues involved in the delivery of quality play care.
- Understanding the issues of equal opportunities.
- Provide and facilitate safe and creative play.
- Good communication skills.
- Able to work as part of a team.
- Sound judgement and common sense.

Sufficient understanding and use of English to ensure the well-being of the children\*.

*\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2021*

### Desirable Qualities:

- Experience of working within a play-based setting.
- Experience of administration.
- Competent in using IT to support play and club administration.
- Ability to work on own initiative.
- Relevant qualification or willingness to work towards this.
- Appropriate child protection training.
- Current Paediatric First Aid Certificate.
- Food Hygiene Certificate.