

JOB DESCRIPTION

Job Title:	Playworker/Assistant
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JOB PURPOSE

To manage day to day aspects of the Club, providing out of school care for children aged 4 to 11.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to The Supervisor

MAIN DUTIES AND RESPONSIBILITIES

- To assist with the receipt and record bookings or cancellations in accordance with the Club's membership rules.
- To be aware of information required, to meet the individual needs of the children and inform the supervisor of changes for record purposes.
- To take part in the collection and escorting of children from School to the Club as required.
- As a team member, to take part in:
 - Originating, planning and delivering activities that provide a variety of experiences.
 - Ensuring adequate supervision of indoor and outdoor activities.
 - Providing varied and nutritious snacks, (complying with Health and Safety requirements).
 - Hearing children read and supporting with homework if directed.
 - Conducting fire safety procedures.
 - Monitoring the condition of play equipment.
 - Providing first aid when necessary.
 - Using premises with consideration for other users.
 - Upholding the Club's policies on discipline.
 - Supporting all aspects of the Club's policies on Equal Opportunities and Child Protection.
- To record and inform parent/carer of any incidents or accidents relating to their child, obtaining the parent's/carer's signature to confirm that they have seen the report.
- To maintain communication with parents and carers.
- To assist in liaison with school staff.
- To take part in occasional planning meetings and feedback to the supervisor.
- To undertake other duties as may become necessary as agreed with the Supervisor.