

Job Description – Playworker

Purpose of post:

- To adhere to the Policies & Procedures of Smisby Day Nursery Ltd and compliance with the Children Act, Health and Safety legislation and within the guidelines of OfSTED and the National Standards
- To assist the Co-ordinator in providing a caring, secure environment, through individual attention and group activities, and to organise appropriate range of leisure activities for children between the ages of 4 and 13 in a way that meets their physical, social, emotional, intellectual and developmental needs in a non-sexist and non-racist manner.
- To give support to all other personnel within the Nursery

Key areas

- Activity planning
- Liaison
- Supervision and care of children
- Direct play work
- Collection of children from schools

Responsible to:

Out of School Co-ordinator / Officer in Charge

Duties and Responsibilities.

- To provide safe, creative and appropriate play opportunities including preparing, organisation programmes and arranging equipment
- To ensure that all activities are carried out within an equal opportunities framework
- To assist with activity planning and delivery and encouraging group wide participation
- To consult with the children and involve them in the planning of activities
- To help develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs
- To encourage parental involvement and support through the development of effective working relationships
- Direct Playwork, ensuring that play meets the full range of children's individual and group needs
- Help the co-ordinator to ensure that a wide range of creative and enjoyable activities are offered
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities
- To assist with the preparation and maintenance of materials and equipment

Miscellaneous

- To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery
- To be responsible for the Health and Safety standards appropriate for the needs of the children
- To deliver high standards of physical and emotional care at all times when on duty ensuring that personal distractions are avoided
- To ensure good standards of hygiene and cleanliness are maintained at all times
- Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements
- Ensuring that accidents are recorded in the accident book
- Ensure children are collected by someone that has permission to collect them
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To ensure confidentiality of information received
- Be aware of Staff Policies and Practices
- To promote the aims and objectives of the Organisation and use them as a guide for daily activities
- To be aware of the high profile of the club and to uphold its standards at all times
- To be involved in out of working hours activities, e.g. Training Staff meetings, Christmas Parties
- To undertake any necessary training including Playwork foundation course
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Co-ordinator, Officer in Charge or Directors