

Designation of Post	Out of School Club Playcare Worker	Grade:	Band C
Responsible to	Co-ordinator, School Business Manager, Headteacher		
Immediate Subordinates			

**Job Purpose :** To work closely with colleagues to provide a healthy, safe, secure and welcoming environment and a diverse range of high quality play experiences that meet the individual needs of all children aged 3 – 11 years attending the Out of School Club.

**Key Tasks**

**Being Healthy:**

- To be aware of the need to promote emotional and physical health, work within the Wirral Child Concern Model, and report any problems to the Senior Playcare Worker or Co-ordinator
- To share responsibility for the hygiene of the Club’s facilities when preparing food and maintaining resources and indoor and outdoor premises.
- To ensure drinking water is always available and contribute to providing appropriate healthy meals and refreshments that meet children’s dietary needs.

**Staying Safe:**

- To be aware of safety issues indoors and outdoors, be involved in safety procedures such as risk assessment and fire drills, and report problems or defects to the Senior Playcare Worker or Co-ordinator
- To maintain a Paediatric First Aid Certificate and provide basic First Aid as required.
- To work within the Local Safeguarding Children Board Guidelines and report any Child Protection issues to the Senior Playcare Worker or Co-ordinator
- To contribute to maintaining the security of the building and monitoring visitors, and report any problems to the Senior Playcare Worker or Co-ordinator
- To maintain confidentiality as appropriate in dealings with children, parents and team members.
- To be aware of safety issues regarding escorting children to and from school and on trips out and comply with the local Authority’s ‘Walking Bus’ procedures and, if using vehicles, to comply with road traffic legislation.

**Enjoying and Achieving:**

- To attend team planning meetings and contribute ideas and information to the programme of opportunities.
- To contribute to planning both individual and group opportunities for children in the Club’s care, ensuring that activities are appropriate to children’s social, emotional, physical and intellectual needs and interests.
- To ensure that children are provided with plenty of suitable choices of activity, both indoors and outdoors, and that activities are adequately supervised,
- To interact with the children, provide a good role model and be involved in children’s play opportunities as appropriate.
- To contribute to maintaining a positive play environment that is welcoming, accessible and comfortable and offers opportunities for a diverse range of activities both indoors and outdoors.
- To prepare premises, equipment and materials before the children arrive and tidy up after each session.

### **Making a Positive Contribution**

- To establish good communications with parents regarding their children's welfare, on a day to day basis, through the Club's 'key person' procedures.
- To consult with children regarding the play environment, resources and activities provided and their relationships with adults and other children within the Club.
- To observe children as appropriate to ensure their needs are being met.
- To treat all children, parents and team members with equal concern, and contribute to an environment, activities and resources that are accessible, develop understanding of diversity, and meet all needs.
- To develop sympathetic and nurturing relationships with the children in the care of the Club, valuing their contributions and supporting positive behaviour and an ethos of respect for all.

### **Organisation**

- To contribute to the maintenance of adequate contact, registration, accident and medication records in line with the requirements of the National Care Standards.
- To keep records of booking, attendance and money collected, as directed by the Senior Playcare Worker or Co-ordinator
- To ensure that parents are provided with the information they require about the Club, its organisation, their children's well-being and the complaints procedure.
- To carry out other administrative work as required.
- To attend regular staff team meetings.
- To attend local support network meetings to share ideas and resources and exchange information with workers from other similar settings.
- To take part in a personal development programme including attending training which enables the Club to meet legal requirements and local and national initiatives in the delivery of a good quality service.
- To have a good understanding of all the Club's Policies and Procedures, to support their implementation and contribute to the review process.
- To report to the Childcare Task Group any health or personal concerns that might affect suitability for working with children.
- To perform other duties as considered reasonable by the School's Club Co-ordinator and SLT.

### **NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by: Liscard Primary School, Withens Lane, Liscard, Wirral, CH45 7NQ

Signed by Headteacher: 

Date: 1<sup>st</sup> September 2021