



Kids in Charge

MAKING A CHOICE FOR A BETTER FUTURE

Job Description

Job Title		Children's Play Worker After School Club & Breakfast	
Function		Early Years & Childcare	
Salary	Up to £9.80	Qualification	Qualified
Reports to		Children's Manager/ Deputy Manager , Deputy Manager and Manager	
Responsible for (include people and resources)		Ensure Health & Safety, well-being and play opportunities for Children whom attend project.	
Purpose of Job			
<ul style="list-style-type: none"> • Plan, prepare and implement play programs that develop learning and social skills in line with Ofsted requirements ensuring quality childcare. • To act as a key person to safeguard and develop the learning experiences of children and communicate this with parents. • To support the manager and company to ensure compliance with regulators whilst being part of a team professional. 			
Major duties and responsibilities			
<ol style="list-style-type: none"> 1. To assist the Manager and Deputy manager in the day to day operation of the After School Club 2. Assist in organising and the implementation of safe, creative and fun play activities/games 3. To direct and support staff appropriately 4. To deputise as and when required 5. To assist in the preparation and running of the team games, sports, arts and crafts activities in order to provide a varied safe and stimulating play environment both indoors and outdoors 6. To consult with the children and encourage involvement in the planning of day to day activities 7. Assist with the implementation and maintenance of the Club's procedures 8. To ensure that the log book is written in by all members of the team 9. To maintain confidentiality at all times and abide by policies and procedures 10. To work creatively with the children encouraging them to express their views and take control of their own activities 11. To ensure that the Club security and safety regulations are implemented by all users, children, parents and staff 12. Work constructively and professionally with colleagues ensuring clear and open communication with the staff team 13. Advise the senior management of any actual or potential problem relating to the safety or care of the children 			

14. To assist in the promotional activity and marketing of the Club
15. To contribute to the menu planning, prepare nutritional snacks for the children; ensure that snack times are a time of pleasant social sharing and orderly. Also, ensuring that medical, allergy and dietary lists are out on tables daily
16. Uphold the high standards of the Club at all times
17. Undertake working practices of the Club – including undertaking certain domestic jobs within the Club, e.g. preparation of snack meals, cleaning of equipment, etc.
18. To be involved in out of working hours activities, e.g. training, staff meetings, summer fare and Christmas party
19. To participate on training and development programs both externally and internally and share information gained at the external training events with colleagues and promote development of the staff team
20. To undertake such duties as may become necessary to ensure the successful running of the club
21. Take responsibility for continuing self-development and participate in training and development activities
22. Building relationships with parents and children
23. Ensuring that staff hand in personal phones daily and walkie talkies go out on the floor
24. The resources stay orderly and any resources needed will be either brought or the appropriate person will be informed
25. To take the role of a key worker for the group of children
26. Where appropriate, to take specific responsibility for identified children with specific needs
27. To attend, lead and participate in team meetings organized by the Senior management team
28. To assist the Senior management in maintaining appropriate records as directed including:
 - maintaining accurate attendance records.
 - maintaining accurate records of accidents and/or incidents.
 - maintaining accurate records of complaints.
 - maintaining accurate records of activities undertaken by the scheme.

-any other records of administration which may be required

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