



JOB DESCRIPTION

Job Title: Extended Provision Play Worker Level 2

Hours: 7:30am – 8:30am and 3:30pm – 6:00pm Monday to Friday.

Salary: £13.00 per hour

Reports to: Headteacher

Job Summary

To assist the Extended Provision Manager with the daily operation of Dallington's Extended Provision, providing safe, high quality out of school care for children from Lower Nursery to Year 6.

Main Duties and Responsibilities

- To be aware of information required to meet the individual needs of the children and inform the After School Club Supervisor of any changes for records and as an aid for planning purposes.
- To assist with record keeping, monitoring and routine administration tasks as directed by the After School Club Supervisor;
- To take part in the collection and escorting of children from classrooms to the club as required;
- Prepare the After School Club space for sessions and activities and clear away afterwards, as directed by the After School Club Supervisor;

As a team member, working under the direction of the After School Club Supervisor:

- ❖ Deliver high quality activities, ensuring a stimulating and supportive environment; o Ensure adequate supervision of indoor and outdoor activities;
- ❖ To assist in the preparation of healthy light meals for the children, ensuring high hygiene standards at all times, complying with Food Safety Regulations
- ❖ Adhere to fire safety procedures
- ❖ Monitor the condition of play equipment and report any damage to the After School Club Supervisor; adhere to all safety procedures and adhere to the school's Health and Safety Policy



- ❖ Providing first aid when necessary, if suitably trained
 - ❖ Use the premises with consideration for other users
 - ❖ Uphold the After School Club's policies and procedures, including behaviour management, confidentiality, child protection, Health and Safety and equal opportunities
 - ❖ To ensure the After School Club Supervisor is aware of any incidents or accidents relating to children attending the After School Club. To record and inform parents / carers of any incidents or accidents relating to their children, obtaining the parent's / carer's signature to confirm that they have seen the report
- To undertake relevant training as deemed necessary for the role
 - To undertake other duties as may become necessary as directed by the After School Club Supervisor and Headteacher

Knowledge/Experience required

- Experience of working with 4 – 11 year olds and their families
- Knowledge and understanding of child development.
- Understanding and commitment to good quality childcare

Qualifications required

- A suitable childcare qualification. (NVQ level 2 or above in childcare, playwork or equivalent)
- First aid certificate desirable.
- Basic food hygiene certification.
- Basic Health and safety certificate.
- Safeguarding training.

Skills required:

- Ability to work on own initiative and as part of a team, understanding your role within the Extended Provision After school club
- Ability to understand and carry out assigned tasks
- Good communication and organisational skills
- Ability to establish and maintain good relationships with all members of the school community