Larkfields Infant School

Before and After School Club Playworker- Job Description

Responsible to the Play Leader and Head Teacher

**General description:**

To provide a breakfast and after school club for children aged 4 to 7 years old.

**Key Responsibilities include:**

* To provide high quality childcare within a safe and stimulating environment
* To develop strong trusting relationships with the children
* Prepare and deliver a range of suitable activities for the children accessing the club
* Preparing nutritious meals/snacks
* Ensuring crockery and cutlery are washed and put away
* To clean up after sessions including bathroom facilities
* Being responsible for ensuring all materials and equipment are properly used, maintained and put away.
* To report all defects in play equipment to the play leader
* Carry out all responsibilities and activities within an equal opportunities framework
* Working within all agreed policies and procedures
* Access training when required
* Maintaining confidentiality
* To record accidents in the accident book
* Liaising and communicating with parents
* Being punctual and flexible with working hours

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| **Qualifications**  | **Essential** | **Desirable**  |
|  Qualification in childcare or the equivalent | \* |  |
| **Experience**  |  |  |
| Experience of working with children within a school or childcare setting  | \* |  |
| **Personal Qualities and Skills**  |  |  |
| The ability to inspire and motivate children | \* |  |
| Excellent inter personal skills | \* |  |
| Excellent behaviour management skills | \* |  |
| Ability to work as part of a team  | \* |  |
| Ability to work on own initiative  | \* |  |
| Ability to us judgement and common sense | \* |  |
| Excellent oral and written communication skills | \* |  |
| Able to maintain confidentiality | \* |  |
| Commitment to own professional development | \* |  |
| Certificates in safeguarding, health and safety, food hygiene and first aid  |  | \* |
| Commitment to safe guarding and promoting the welfare of our children | \* |  |