Job Description



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| Department | Children & Young People’s | Division | Greenleas Primary and Nursery School |
| Designation of Post | Playcare Worker | | Grade  Band C |
| Responsible to | Senior Playcare Worker  Business Manager | | |
| **Description of duties**  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 2 – 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. * 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. * 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 Designated Safeguarding Lead * To contribute to maintaining the security of the building and monitoring visitors, and report any problems to the caretaker. * To maintain confidentiality as appropriate in dealings with children, parents and team members.   **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/Business Manager. * 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 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 School/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 Childcare Task Group. | | | |
| Issued by  Headteacher Sharon Edwards  Date 2025 | | | |