Job Description



|  |  |  |  |
| --- | --- | --- | --- |
| Department | Children & Young People’s | Division | Greenleas Primary and Nursery School |
| Designationof Post | Playcare Worker | GradeBand C |
| Responsible to | Senior Playcare WorkerBusiness 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   |