



St Mary's Stars Childcare Play Worker - Job Description

Job summary:	Assist with day-to-day activities of the club. Provide quality play-care within the framework of the club's policies and procedures
Line manager:	Club Manager
Responsible for:	Not applicable
Working relationships:	Children attending the club and their parents/carers Management and staff, including students and volunteers. Schools and registering authorities

Main duties include:

- Assist with planning, preparing, and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Being a keyperson for a group of children, supporting their play, learning and development, undertaking observations and keeping necessary records
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health, and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe, and secure.
- Working within the framework of the club's policies and procedures.

Person specification:

Essential:

- Motivated and enthusiastic
- Prepared to go the extra mile
- Experience of working with children, ideally in an education or early years setting
- Good communication
- Very good literacy and numeracy skills (GCSE or equivalent)
- Ability to work well with children and adults
- Willing to take responsibility and has a "can do" attitude
- Good organisational skills
- Observant
- Committed to the needs of the children
- Has the ability to learn from experiences and challenges

Ideal:

- Level 2/3 childcare qualification
- Experience of being a keyperson
- Knowledge of EYFS
- First aid, safeguarding and food hygiene trained (training could be given)
- Experience of SEN