

Job Title:	Play Worker
Grade:	2
Responsible To:	Out of Hours Manager
Working Hours:	Term Time: Daily - 7:45 am to 9:00 am and between 3pm – 6pm. Lunchtime hours could also be available.
Location:	Finham Primary School. Green Lane, Coventry CV3 6EJ

Job Purpose

To assist the day to day operation of the out of hours' school club (Squirrels) ensuring provision of a safe caring and stimulating environment. The role involves providing high standards of care and play opportunities for children between the ages of 3- 11 years old in a safe and secure environment.

Duties and Responsibilities

1. Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
2. Communicate in a friendly and supportive way with children;
3. Keep toys and equipment in a clean condition and good repair;
4. Preparing breakfast, snack, drinks in line with club's policies;
5. Prepare and clear away equipment and materials at the beginning and end of each session;
6. To liaise with parents to encourage parental involvement and support of the Before and After School Club;
7. To administer First Aid where appropriate;
8. Uphold all policies and procedures of the club in partnership with the staff team and the business owners;
9. To assist with the planning and organisation of the holiday play scheme;
10. To ensure that adequate standards of safety and hygiene are maintained throughout the before and after school club, including the recording and reporting of hazards and accidents;
11. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Squirrels Childcare Services;
12. To carry out any other duties which will be seen to enhance the work of the school's extended day services;
13. Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending Before and After School Club Managers meetings to keep abreast of all current issues relating to providing Wrap around Care

Post Holders will have a commitment to Safeguarding Children, ensuring awareness of the school policy and procedures with regard to Child Protection.

All duties and responsibilities must be carried out with due regard to Finham Park Multi Academy Trust's

Health and Safety Policy.

Post Holders will be accountable for carrying out all duties and responsibilities with due regard to Finham Park Multi Academy Trust's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.