

## Job Description - Playworker

### **Purpose of Post**

To assist the co-ordinator in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of activities for children between the ages of 4 to 12.

### **Key Areas**

1. Planning and Organisation of a range of stimulating and developmental activities
2. Supervision, safety and welfare of children
3. Communication and liaison with staff, parents, schools and other related agencies
4. Active participation in training and development
5. Health & safety
6. Direct Playwork

**Responsible To:** Manager and Deputy Manager.

### **Duties and Responsibilities**

#### **Activity Planning**

1. To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
2. To ensure that all activities are carried out within an equal opportunities framework.
3. To undertake any necessary training including a nationally recognised playwork course.
4. To encourage community wide participation and activity planning and delivery.

#### **Supervision and care of children**

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
2. Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.

#### **Liaison**

1. To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
2. To encourage parental involvement and support through the development of effective working relationships.

3. To consult with the children and involve them in the planning of activities.

### **Direct Playwork**

1. Help the co-ordinator to ensure that a wide range of creative and enjoyable activities are offered.
2. Ensure that play meets the full range of children's individual and group needs.

### **Miscellaneous**

1. To promote the aims and objectives of The Company, and use as a guide for daily activities.
2. Be aware of Staff Policies and Practices.
3. To ensure the provision of good standards of physical and emotional care.
4. To ensure good standards of hygiene and cleanliness are maintained at all times.
5. To be responsible for the Health and Safety standards appropriate for the needs of the children.
6. To assist with the preparation and maintenance of materials equipment.
7. Recording of any accidents in the accident book.
8. Ensure child is collected by someone known to the club.
9. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
10. To ensure confidentiality of information received.
11. To be aware of the high profile of the club and to uphold its standards at all times.
12. To be involved in out of working hours activities, e.g. Training, Staff Meetings, Summer Fair, Christmas Party.
13. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

## Personal Specification - Playworker

### Essential:

Ability to communicate with children  
Good general communication skills  
Leadership and motivational ability  
Ability to act on own initiative  
Commitment to Equality and Opportunity and Diversity  
Ability to prioritise and make decisions  
Ability to respond to change positively  
Commitment to personal and organisational development  
Commitment to the development of play opportunities for children of all abilities

### Desirable:

NVQ Level 2 in Childcare, Playwork or equivalent or willingness to work towards  
Paediatric First Aid qualification or willingness to work towards  
Food Hygiene qualification or willingness to work towards  
Previous experience in a Playwork setting  
A current driving licence

