

**Job title** - Play Worker

**Purpose of post**

* To assist the play co-ordinator/leader in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of four and eleven.

**Key areas**

* To ensure a high standard of physical, emotional, social and intellectual care for all children in the out-of-school facility
* To give support to other team members within the facility
* To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop
* Supervision and care of children
* Direct play work.

**Responsible to**

* Nursery Manager/Play Leader/Play Co-ordinator

**Duties and responsibilities**

**Activity planning**

* To provide safe, creative and appropriate play opportunities including preparing activities, organising programmes and arranging equipment
* To ensure that all activities are carried out within an equal opportunities framework
* To undertake any necessary training including play work training courses
* To provide an environment in which children can adapt their own play opportunities and lead their own development and interests
* To encourage community-wide participation and activity planning and delivery.

**Partnership working**

* To help develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs
* To encourage parental involvement and support through the development of effective working relationships
* To consult with the children and involve them in the planning of resources, activities and environment.

**Supervision and care of children**

* Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities
* 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.

**Direct play work**

* Help the play co-ordinator/leader to ensure that wide ranges of creative and enjoyable activities are offered and made available for children to access freely and adapt to suit their own needs and interests
* Ensure play meets the full range of children's individual and group needs and interests.

**Other duties and responsibilities**

* To promote the aims and objectives of the nursery and out-of-school facility, and use as a guide for daily activities
* Be aware, understand and follow policies and procedures relating to your role
* To ensure the provision of good standards of physical, personal, social and emotional care
* To ensure high standards of safety, hygiene and cleanliness are maintained at all times
* To be responsible for the health and safety standards appropriate for the needs of the children
* To assist with the preparation and maintenance of materials and equipment
* Recording accidents in the accident book and ensuring the duty manager initials this before passing to parents
* Ensure someone known and agreed by the club/setting and parents collects the child
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
* To be aware of the high profile of the nursery and ensure all staff uphold its standards at all times, both within work hours and outside
* To ensure confidentially of all information received
* To be involved in out of working hours activities, e.g. training, staff meetings, fundraising events etc.
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Manager.