



Kelsall Primary & Nursery School
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Headteacher: Mrs Sarah White
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Deputy Head: Mrs Lisa
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'A Love for Learning'

Kelsall Primary and Nursery School

Job Description: Play Worker

Job title:	Play Worker
Responsible to:	Headteacher, Deputy Headteacher and School Business Manager
Purpose of the job:	To work as part of the club team under the direction of SLT. To provide safe, high-quality care for young children which meets the individual needs of children attending the setting.

Main duties

- To assist in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
- To provide the highest standards of quality care
- Ensure children get the best start in life by working in close partnership with parents/carers to develop good relationships, independence, confidence & self-esteem, building children's resilience & well being
- To communicate with parents and other visitors in a calm, friendly and efficient manner.
- Work positively as part of a whole team, using initiative, sharing information and being flexible whenever necessary
- To implement a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
- To ensure that health and safety and security measures are understood, actioned and constantly maintained
- To work in line with policies and procedures, statutory guidelines
- Be flexible
- Be aware of the high profile of the setting and uphold its standards at all times
- Staff coming in at 2.30pm are to be setting up for afterschool club, including the food preparation

- Staff to be in and ready to start work at session start times. Staff to be at meeting at start of the session to be briefed accordingly
- To adhere to the school code of conduct
- Awareness of health and safety and appropriate ratios
- Ensure children are supervised and interacted with at all times
- To be aware of the routine and the job rota
- To help to set up the room for the daily activities and to help tidy away at the end of the session.
- Work in partnership with parents/carers and other family members.
- To advise SLT of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To offer an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow safeguarding and child protection procedures.
- To support snack times within the setting.
- To actively participate at team meetings.
- To attend training courses as required and to take responsibility for your development.
- To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.
- To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
- To ensure that adequate records are maintained and updated regularly.
- To promote Kelsall Club to current parents and potential customers.
- To undertake any other reasonable duties as directed by SLT, in accordance with the setting's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Person specification: Play Worker

Essential criteria

- Level 3 early years education and childcare qualification or equivalent, or a commitment to work towards the qualification.
- Willingness to undertake further training such as; safeguarding, behaviour management, paediatric first aid, L2 food hygiene and allergen awareness.
- Willingness to learn.
- Good communication skills.
- Commitment to equal opportunities.
- Commitment to working effectively with young children and families.
- Friendly and flexible approach at work, which facilitates the development of effective relationships with pupils, parents, staff and visitors.

Desirable criteria

- Previous experience of working with young children.
- Knowledge of the Early Years Foundation Stage (EYFS).
- Knowledge of play work principles.
- An understanding of play-based approaches to children's learning and development.
- Knowledge of safeguarding and child protection procedures.
- Current paediatric first aid qualification.