

JOB DESCRIPTION

Job Title:	Senior Playworker - Childcare
Salary:	£13.09 per hour
Hours of work:	As and when required
Responsible to:	Out of School Childcare Senior Co-ordinator
Responsible for:	N/A
Job Purpose:	To support with overseeing and deliver a programme of Ofsted registered after school and holiday clubs in our buildings at Princes Road and Sovereign Centre as well as any additional buildings we may run from.
Background to role:	Y-Kids Out of School Childcare (OSCC) run term time out of YMCA Sports and Community Centre, the YMCA Sovereign Centre and St. Joseph's Primary School, Dorking. Up to 100 children daily, with pick-ups from numerous schools in the area. OSCC Holiday Club running out of YMCA Sports and Community Centre, Earlswood, for up to 100 children daily. Creche for parent/carers accessing Health and Wellbeing programmes, Monday, Wednesday and Friday, term time only, at YMCA Sports and Community Centre.
Main Responsibilities:	<ul style="list-style-type: none"> ▶ To support with the running and delivery of the After School Club and Holiday Club on a day-to-day basis. ▶ To be responsible for signing children in and out of the After School and Holiday Club ensuring that on After School Club ensuring that all children booked on are brought back to the centre or their location is followed up on and they are checked in correctly. To ensure that children are correctly signed out by somebody who has permission to take the child home. ▶ To work closely with individuals and their families to offer a range of free play opportunities as well as a structured programme of social, play and leisure activities to the varying ages and needs of the children attending the service including arts and crafts as well as sports. ▶ To build trusting relationships with parents and families, checking that we have the correct information about the children that attend and ensuring that children are collected by authorised people only. To ensure that parents and carers are kept informed of incidents/ accidents or other issues relating to their children. ▶ To work with the Out of School Childcare team to help promote the YMCA schemes so that attendance figures reach agreed targets in line with budgets. ▶ To ensure that all practices within the After School and Holiday Club adhere to the safeguarding and child protection policy as well as meet Ofsted requirements so that the service offered is of a safe and high standard. ▶ To be responsible for the health and safety of children attending all sessions including carrying out risk assessments and ensuring risk assessment checklists are completed daily. ▶ To at times be responsible for a team of play workers and volunteers, and to ensure that the service provided is of high quality and appropriate for the varying children who attend including leading a daily debrief and feeding back any information to the coordinator. ▶ To ensure that resources are kept neat and tidy as well as to inform the coordinator if extra resources are required for the After School Club or holiday club. ▶ To ensure that appropriate care plans and risk assessments are carried out for children with additional needs. Also ensuring that appropriate extra monitoring of children in the EYFS is carried out.

	<ul style="list-style-type: none"> ▶ To ensure that all children and young people are made to feel valued and enabled to develop and improve self-esteem, self-confidence, and positive experiences. ▶ Where necessary to administer first aid for children who have had an accident as well as medication for children with health issues, ensuring that have attended necessary training with regards to this. ▶ Undertake any other duties and responsibilities reasonably requested by the Co-ordinator and Manager.
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PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:				
	Level 3 qualification in childcare, playwork or equivalent qualification.		X	Application and certificates
	Paediatric First Aid qualification or willingness to undertake this		X	Application and certificates
	Food hygiene training or a willingness to complete this		X	Application and certificates
Experience				
	Experience of working in and supporting others whilst working in a team	X		Application, interview
	Experience of managing a variety of children's behaviours and working with children with a range of additional needs	X		Application, interview
	Experience of delivering activities or play work with children aged 4 -12	X		Application, interview
Abilities, skills, and attitude				
	Knowledge of Safeguarding Children and Adults at Risk practice	X		Application, interview
	Navigating charity policies and compliance requirements	X		Application, interview
	Good spoken and written communication skills with a high level of attention to detail	X		Application, interview
	Ability to always hold the well-being and positive development of children and young people as paramount.	X		Application, interview
	Knowledge of the importance of play and youth work for children and young people's development.	X		Application, interview
	Excellent organisational skills with the ability to keep things simple	X		Application, interview

	Ability to work independently and as part of a team	X		
Other requirements	Subject to a satisfactory Enhanced with Children's barred list DBS disclosure	X		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey	X		Application, Interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users, and stakeholders	X		Application, Interview
	Flexibility around hours and locations of work	X		Application, interview