

## JOB DESCRIPTION

<b>Job Title:</b>	Out of School Childcare Playworker (sessional or contracted)
<b>Salary:</b>	Per hour: £7.32 per hour aged under 18s £10.59 per hour aged 18 to 20s £11.44 per hour aged 21+
<b>Hours of work:</b>	Term Time: Hours available Monday to Friday, 07:30 to 09:00, and/or 14:45 to 18:15  Holidays: Monday to Friday, hours between 07:45 and 18:15  Hours can be discussed at interview, as to whether candidate is seeking sessional hours, or contracted position with set hours.
<b>Place of work:</b>	Numerous settings available, in Redhill, Reigate and Dorking
<b>Responsible to:</b>	Out of School Childcare Manager
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	To offer play opportunities with the child at the centre during Out of School Clubs (before and after school, and school holidays). To provide support and offer each child stimulus in a creative and appropriate play environment considering current play values.
<b>Background to role:</b>	YMCA East Surrey Childcare & Children’s Activities offer a wide range of services to support family life for parents and carers of children and young people aged 0-18 years.  We work in partnership with a number of local schools in East Surrey, offering wrap around childcare and sports and recreational activities to the local community. We also have two YMCA Pre-Schools, offering early education for children from two years of age, along with a Creche for those wanting to access our fitness classes and/or gym, and a full programme of sports and recreation for all.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ To participate in the safe delivery of YMCA East Surrey Breakfast, After School and Holiday Clubs</li> <li>▶ To assist senior staff in the play setting to ensure its smooth and reliable operation</li> <li>▶ For After School Club; to be responsible for collecting a group of children from their school and either walking or accompanying them on the minibus back to the site</li> <li>▶ To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children to the best of their abilities</li> <li>▶ To work as part of a team of play workers and volunteers to ensure that the service provided is high quality and appropriate for the service users</li> <li>▶ To ensure that all of your working practices operate within the organisational health and safety and procedures in particular with regard to your direct work with children attending the YMCA activities and to ensure that safeguarding children policies are always adhered to</li> </ul>

	<ul style="list-style-type: none"> <li>▶ To supervise the play environment to ensure physical and emotional/personal safety for all children/young people attending. This includes keeping records of any accidents or injuries that may occur and any medication administered (upon parent/carers written consent)</li> <li>▶ To work as part of the team, initiate programmed activities, alongside additional free-play opportunities including sports, arts and crafts, games and creative play</li> <li>▶ To ensure that all children upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences</li> <li>▶ To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies</li> <li>▶ To ensure that play materials, equipment and play spaces are maintained, kept safe and stored appropriately in line with current procedures</li> <li>▶ Assist in packing up of play equipment, at the beginning and end of each session</li> </ul>
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**PERSON SPECIFICATION:**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				Application and certificates
	An understanding of the developmental needs of children	x		Application
	A passion for children and childcare	x		Application, interview
	Paediatric First Aid Qualification or be willing to undertake.		x	Application, interview
	Level 2 Food Hygiene certificate or be willing to undertake. This course can be completed online and usually takes no more than 4 hours	x		Application, interview
	NVQ Child Care/Play Work level 2		x	
<b>Experience</b>				
	Experience in managing children and young people's behaviour in various situations	x		Application, interview
	Understanding and commitment to equal opportunities	x		
	Experience of working with children with Additional needs.		x	Application, interview, assessment
	Experience of planning, organising and carrying out tasks, e.g. music, drama, art, cooking sessions		x	
<b>Abilities, skills, and attitude</b>				

	An inspirational approach to helping young children to develop through play	x		Application, interview, assessment
	Knowledge of the importance of play in child development (aged 4 – 12) and (13-16)	x		
	Ability and willingness to relate positively to children, parents and staff	x		Application, assessment, and interview
	Ability to monitor and maintain safe working practices.	x		
	A creative and flexible approach to work	x		Application, interview
	Ability to work under pressure and to strict deadlines	x		Application, interview
	Ability to work independently and as part of a team	x		
	Knowledge of safeguarding and child protection legislation	x		
	Ability to manage the integration of children with complex needs or a disability into mainstream provision		x	
<b>Other requirements</b>				
	Commitment to the YMCA's Aims and Purposes	x		Application, interview
	Be friendly, flexible, professional and approachable	x		Application, interview
	DBS check for working with children and adults at risk	x		DBS Check
	Car driver		x	Application, interview